

8 OCTOBER 2004



Personnel

AIR FORCE DUTY STATUS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ AFPC/DPFFOC
(SSgt Noel Gutierrez)
Supersedes AFI 36-2134, 17 February 2004.

Certified by: HQ AFPC/DPF
(Col Roger T. Corbin)
Pages: 75
Distribution: F

This is the initial publication of Air Force Instruction (AFI) 36-2134. This publication implements Air Force Policy Directive (AFPD) 36-26, *Military Force Management*. It assigns responsibilities for Air Force duty status accountability and provides direction on the collection and maintenance of duty status information subject to the Privacy Act of 1974 authorized by Title 10, U.S.C. 8013, *Secretary of the Air Force*, Privacy Act System Notice F036 AF PC Q, *Personnel Data System (PDS)*; and Privacy Act System Notice F036 AF PC J. This instruction sets forth total force duty status policies for all active duty Air Force, Air Force Reserve (AFRES) and Air National Guard (ANG) forces. It establishes guidance for updating and maintaining duty status information on military personnel. Refer to **Attachment 1** for a glossary of references and supporting information. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through appropriate channels, to the Readiness Operations Programs Section, HQ AFPC/DPWROP, 550 C Street West, Suite 15, Randolph AFB TX 78150-4717. Process supplements that affect any military personnel function IAW AFI 33-360, Volume 1, *Publications Management Program*. Coordinate supplements with HQ AFPC/DPWROP. Maintain and dispose of records created as a result of prescribed process in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*.

Duty status reporting assists commanders in supporting peace and wartime mission requirements. The availability of duty status information allows commanders and functional managers to make informed force management decisions by providing quick and accurate determination of names, numbers, and types of unit personnel available for mission taskings. Duty status reporting is event-oriented and serves as a personnel accounting function. Duty status conditions are reported when an individual is projected to be or is in a duty status condition other than present for duty (PFD), as well as when he/she is subsequently returned to present for duty per Air Force Computer System Manual (AFCSM) 36-699, *Military Personnel Data System (MilPDS) User Guide*, Volume 1, Chapter 13 or AFI 36-2911, *Desertion and Unauthorized Absence*.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-2 TO AFI 36-2134, AIR FORCE DUTY STATUS PROGRAM. This interim change (IC) adds [Attachment 7](#), Sample AF IMT 4334, **Individual TDY Processing Checklist** (Out Processing); [Attachment 8](#), Sample AF IMT 4334, **Individual TDY Processing Checklist** (In Processing); and [Attachment 9](#), Instructions for AF IMT 4334, **Individual TDY Processing Checklist**. This incorporates IC 2004-2 ([Attachment 10](#)) and provides procedural guidance on AF IMT 4334, **Individual TDY Processing Checklist**. See the last attachment of the publication, IC 2004-2, for the complete IC. A bar (|) indicates revision from the previous edition.

Chapter 1— DUTY STATUS REPORTING	5
1.1. Purpose.	5
1.2. Objective.	5
1.3. Uses.	5
Chapter 2— RESPONSIBILITIES	7
2.1. Personnel Readiness and Joint Matters Division (HQ USAF/DPPR):	7
2.2. Personnel Readiness Division (HQ AFPC/DPWR):	7
2.3. Air Force Reserve (HQ USAF/RE):	7
2.4. Air National Guard (NGB/CF):	7
2.5. MAJCOM.	7
2.6. Military Personnel Flight (MPF) Commander:	8
2.7. Wing DSP Manager:	8
2.8. Unit Commander:	8
2.9. Unit Duty Status Program Manager:	9
2.10. Personnel Readiness Function (PRF):	9
2.11. Individual:	9
2.12. Geographically Separated Units (GSUs):	9
2.13. Deployed Unit Commander:	9
2.14. Personnel Support for Contingency Operations (PERSCO) Teams:	10
2.15. Individual Mobilization Augmentee (IMA) Program Managers:	10
Chapter 3— REPORTING CHANGES IN DUTY STATUS FOR CONFINEMENT, ABSENCE WITHOUT LEAVE (AWOL), DESERTION, AND APPELLATE REVIEW LEAVE	11
3.1. Reporting Changes.	11

3.2. Confinement, AWOL, Deserter, Appellate Review Leave, and Lost Time Duty Status Updates.	11
---	----

Chapter 4— NON-CONTINGENCY TDY DUTY STATUS REPORTING PROCEDURES, MISCELLANEOUS UPDATES, AND PERSTEMPO TRACKING AND MANAGEMENT

4.1. Background.	24
4.2. The National Defense Authorization Act of 2000:	24
4.3. Tempo Management Tracking System (TMTS):	25
4.4. Leaves:	25
4.5. MilPDS Non-Contingency TDY Duty Status Reporting Procedures:	26
4.6. Air Force Reserve Personnel Tempo (PersTempo) Management and Tracking Guidance:	27
Table 4.1. Duty Status Codes.	27
Table 4.2. PERSTEMPO Event, Duty Status, and Tempo Code List (Per Diem- P)	37
Table 4.3. PERSTEMPO Event, Duty Status, and Tempo Code List (NO Per Diem-NP).	39
Table 4.4. Preparation of AF IMT 2098, Duty Status Change.	42

Chapter 5— DUTY STATUS EFFECTIVENESS REPORT (DSERT)

5.1. DSERT Purpose.	46
5.2. DSERT File Layout.	46
5.3. DSERT Production and Distribution.	46
5.4. Information Collections, Records, and Forms.	46

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Attachment 2— DUTY STATUS MANAGER’S TRAINING REQUIREMENTS

Attachment 3— PROCESS FOR REPORTING DSCs

Attachment 4— SAMPLE AF IMT 2098, DUTY STATUS CHANGE

Attachment 5— SAMPLE AF IMT 2098, DUTY STATUS CHANGE

Attachment 6— IC 2004-1 TO AFI 36-2134, AIR FORCE DUTY STATUS PROGRAM

Attachment 7— SAMPLE, AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST (OUT PROCESSING)

Attachment 8— SAMPLE, AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST (IN PROCESSING)	68
Attachment 9— INSTRUCTIONS FOR AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST	69
Attachment 10— IC 2004-2 TO AFI 36-2134, AIR FORCE DUTY STATUS PROGRAM	71

Chapter 1

DUTY STATUS REPORTING

1.1. Purpose. The Air Force Duty Status Program (DSP) exists to enhance total force accountability and improve crisis responsiveness. The DSP allows all levels of command to access and maintain a centralized database depicting the current status of the force and is designed to provide commanders, planners, and managers with strength-affecting information. It encompasses all events causing a person to not be present for duty. This data can be used in making force management decisions. The DSP is also a primary conduit for data impacting Air Force personnel tempo (PERSTEMPO) and the payment of high-deployment pay (Burdensome Tempo).

1.2. Objective. The objective of the DSP is to capture and report all changes in a member's duty status to ensure these changes, regardless of length are reported immediately. Specifically, the DSP provides a mechanism for Commander's Support Staff (CSS) and Military Personnel Flight (MPF) personnel to update data through Military Personnel Data System (MilPDS) or Personnel Concept III (PC-III).

1.3. Uses. Duty status is much more than a process to identify the availability or non-availability of personnel for duty. Commanders and agencies throughout the Air Force and the Department of Defense rely on information derived from duty status reporting to fulfill mission needs. The importance of accurate and timely reporting must not be downplayed. Duty status information is used:

1.3.1. To meet the National Defense Authorization Act of 2000 mandate to manage, track, and pay individuals who fall into the high-deployment pay criteria.

1.3.2. To document the Air Reserve Component (ARC) utilization of Guard and Reserve personnel. This information affects manday funding.

1.3.3. To prevent the selection for assignment of deployed personnel who are non-volunteers for assignment.

1.3.4. To trigger the transaction that causes the overseas duty selection date (ODSD) and short tour return date (STRD) to be adjusted for each day spent on temporary duty (TDY) in an overseas area.

1.3.5. To trigger the transaction that creates a record within the TDY history. This transaction is used in the management of PERSTEMPO and has a direct impact on unit and individual credit for deployment. Collectively, this information is used to determine the busiest wings, units, weapons systems, and Air Force Specialty Codes (AFSCs). Senior leaders use the DSP data to help gauge the effects continual TDYs have on unit readiness and individual quality of life.

1.3.6. To change service dates, pay dates, military pay, lost time, retirement and separation dates, dates of rank, ODSDs, STRDs, promotion eligibility, and reenlistment eligibility when a member is placed into a "bad" code: confinement, absence without leave (AWOL), deserter, etc.

1.3.7. To comply with Department of Defense (DoD) requirements to provide the Defense Manpower Data Center (DMDC) information on all TDYs performed. DMDC submits and uses Service-supplied data to report PERSTEMPO to the Undersecretary of Defense for Personnel and Readiness. This data informs the Office of the Secretary of Defense (OSD) which Services are the busiest in terms of time away from home station.

1.3.8. To calculate unit personnel C-levels in Status of Resources and Training Systems (SORTS).

1.3.9. To identify the availability of personnel to meet Aerospace Expeditionary Force (AEF) requirements.

Chapter 2

RESPONSIBILITIES

2.1. Personnel Readiness and Joint Matters Division (HQ USAF/DPPR):

2.1.1. Is the Air Force office of primary responsibility (OPR) for the DSP.

2.1.1.1. Develops and oversees duty status policy for all levels of personnel.

2.1.1.2. Develops, coordinates, and executes personnel policy and approves procedural guidance for the management of the DSP.

2.2. Personnel Readiness Division (HQ AFPC/DPWR):

2.2.1. Serves as the functional OPR for administering the operational aspects of the DSP.

2.2.2. Develops procedures to implement USAF policy for duty status reporting.

2.2.3. Oversees procedures to ensure implementation at all command levels.

2.2.4. Generates monthly reports to determine duty status effectiveness.

2.2.5. Provides guidance to all military personnel units on management of their DSP.

2.2.6. Publishes cross feed messages as needed to keep field units aware of recent changes in management.

2.3. Air Force Reserve (HQ USAF/RE):

2.3.1. Ensures DSP is implemented within all Reserve units.

2.3.2. Develops, coordinates, and approves personnel policies and procedures for duty status management.

2.4. Air National Guard (NGB/CF):

2.4.1. Ensures DSP is implemented within ANG units.

2.4.2. Develops, coordinates, and approves personnel policies and procedures for duty status management.

2.5. MAJCOM. Director of Personnel. The term MAJCOM, as used in this instruction, refers to MAJCOMs, field operating agencies, direct reporting units, NGB, and HQ AFRC.

2.5.1. Appoints and provides AFPC/DPWROP with the name, grade, office symbol, duty phone, and email address of the MAJCOM DSP Manager.

2.5.1.1. Ensures units are in compliance with this instruction.

2.5.1.2. Ensures that the DSP is managed effectively and bases within their MAJCOM are accurately and timely reporting duty status.

2.6. Military Personnel Flight (MPF) Commander:

- 2.6.1. Appoints and provides HQ AFPC/DPWROP the name, grade, office symbol, duty phone, and email address of the wing DSP manager who must be a personnel specialist in the grade of E-5 or above.
- 2.6.2. Ensures wing DSP manager receives training on the use of MilPDS, PCIII, and manpower and personnel base-level (MANPER-B) duty status updating procedures.
- 2.6.3. Assists the wing DSP manager in establishing a duty status training program.
- 2.6.4. Ensures unit DSP managers receive initial training within 30 days of appointment and refresher training as required by this instruction.
- 2.6.5. Distributes the Duty Status Effectiveness Report (DSERT) to the wing DSP manager for action.
- 2.6.6. The overall management for the wing DSP, ensuring accurate and timely duty status reporting for all personnel assigned to their MPF ID.
- 2.6.7. **NOTE:** The requirement for the MPF or CSS to update these changes varies from base to base. Ensure MPF and CSS personnel are informed of local operating procedures.

2.7. Wing DSP Manager:

- 2.7.1. Provides initial and refresher training for all unit DSP managers.
 - 2.7.1.1. Initial training is required within 30 days of appointment. **NOTE:** Initial training is required for all unit DSP managers within 30 days of initial publication of this instruction.
 - 2.7.1.2. Refresher training is required semi-annually. See [Attachment 2](#) for training requirements.
- 2.7.2. Assists squadrons in the establishment of their DSP.
- 2.7.3. Reviews and assists units in the development of unit TDY in and out-processing procedures to accurately monitor the DSP.
- 2.7.4. Processes and distributes the monthly DSERT to assigned units.

2.8. Unit Commander:

- 2.8.1. The overall manager for the unit DSP, ensuring accurate and timely duty status reporting of all duty status codes. He/she is responsible for appointing and providing the wing DSP manager the name, grade, office symbol, duty phone, and email address of the unit DSP manager.
- 2.8.2. Establishes procedures to ensure duty status changes of assigned personnel are reported to the office responsible for making updates to PC-III or MilPDS.
- 2.8.3. Establishes unit TDY in and out-processing procedures to accurately monitor the DSP.
- 2.8.4. Ensures that geographically separated units (GSU) without PC-III update capability notify the CSS of all changes in their personnel's duty status condition. Notification can be by duty status change message, telecon, e-mail, etc.
- 2.8.5. Ensures unit DSP manager receives initial training within 30 days of appointment and refresher training semi-annually.

2.8.6. Ensures CSS updates all duty status changes affecting personnel assigned to unit.

2.8.7. Responsible for ensuring historical data is accurate in MilPDS. Utilizes Tempo Management Tracking System (TMTS) or PC-III to add, correct, or delete any TDY events that are not correct. Ensure valid source documents are provided for changes.

2.9. Unit Duty Status Program Manager:

2.9.1. Ensure PC-III is used to update all changes in an individual's duty status condition as they occur regardless of the amount of time the member is not present for duty. **NOTE:** See [Table 4.1](#) for duty status code (DSC) update requirements.

2.9.2. Ensures AF Form 2098, **Duty Status Change**, is prepared and processed. **NOTE:** See [Table 4.4](#) for preparation requirements.

2.9.3. Uses the Duty Status Effectiveness Report (DSERT file) to analyze unit program effectiveness.

2.9.4. Ensures system rejects are monitored and corrective actions taken as necessary.

2.9.5. Responsible for in and out-processing of all unit TDY personnel to ensure duty status codes are updated accurately and in a timely manner.

2.10. Personnel Readiness Function (PRF):

2.10.1. Updates DSCs 20, TDY Contingency, and 21, TDY Contingency/Exercise, for all personnel deploying in support of a contingency operation or TDY manning assistance as appropriate.

2.10.2. Monitors system rejects and takes accurate and timely corrective action.

2.11. Individual:

2.11.1. Notifies unit orderly room before departure of a TDY and upon return.

2.11.2. Reports notification of any other change to duty status (hospitalization, confinement, etc.)

2.12. Geographically Separated Units (GSUs):

2.12.1. GSUs with PC-III capabilities are required to update duty status changes as they occur.

2.12.2. GSUs that do not have PC-III capabilities must notify their servicing MPF of any changes to a member's duty status in a timely manner.

2.13. Deployed Unit Commander:

2.13.1. Ensures the Personnel Support for Contingency Operations (PERSCO) team is informed of all changes in deployed personnel's duty status.

2.13.1.1. Ensures all deployed personnel in-process through the PERSCO team immediately upon arrival.

2.13.1.2. Ensures all deployed personnel departing the deployed location out-process through the PERSCO team.

2.13.2. Prepare duty status change message to report changes in duty status of deployed personnel when a PERSCO team is not assigned to the unit's location. See AFI 10-215, *Personnel Support for*

Contingency Operations, Chapter 4, paragraph 4.8.2.4., and chapter 5, paragraph 5.2.7.4., for specific reporting requirements.

2.14. Personnel Support for Contingency Operations (PERSCO) Teams:

- 2.14.1. Brief and assist deployed commanders to establish lines of communication to report changes in duty status.
- 2.14.2. Comply with duty status reporting requirements outlined in AFI 10-215, paragraph 1.19., and chapter 3.

2.15. Individual Mobilization Augmentee (IMA) Program Managers:

- 2.15.1. Provide military personnel authority (MPA) duty status updates via electronic submission to HQ Air Reserve Personnel Center (ARPC/SCQ) as required.
- 2.15.2. Include duty status codes in Reserve personnel authority (RPA) tour requests submitted to ARPC/FMF.
- 2.15.3. Ensure subordinate units report any duty status changes subsequent to the member reporting for duty through the program management office to Air Reserve Personnel Center (ARPC).

Chapter 3

REPORTING CHANGES IN DUTY STATUS FOR CONFINEMENT, ABSENCE WITHOUT LEAVE (AWOL), DESERTION, AND APPELLATE REVIEW LEAVE

3.1. Reporting Changes. Changes in duty status must be updated as they occur. The DD Form 2707, **Confinement Order**, is the source document to initiate the AF Form 2098, **Duty Status Change**, to change the member's duty status to a military confinement DSC. See [Table 4.1](#) for the definition of each DSC and update responsibilities.

3.2. Confinement, AWOL, Deserter, Appellate Review Leave, and Lost Time Duty Status Updates. Confinement, AWOL, and deserter status are duty status conditions that may result in lost time updates. This section applies to CSS and MPF personnel and details procedures for the capture and reporting of these duty status conditions.

3.2.1. Confinement Duty Status Reporting IAW AFI 31-205, *The Air Force Corrections System*, AFCSM 36-699, Chapter 13, and DoD Financial Management Regulation, Volume 7A, Chapter 3.

3.2.1.1. Update personnel into DSCs 04, 05, 16, 17, 56, or 59, as applicable, when they have been confined for 24 hours or more. (See [Table 4.1](#) for clear-text DSCs.) If a member is arrested and confined then released before serving 24 hours, the member's DSC will not change and lost time will not be charged.

3.2.2. When a member is confined by civil authorities or under arrest, pending trial, awaiting sentencing, or out of jail on bond and restricted to the state while on approved leave, the member may continue on leave until the original expiration date of leave unless recalled to duty by the commander IAW AFI 36-3003, *Military Leave Program*. If still confined after expiration of leave, the member's DSC must be updated to a civilian confinement code of 04, 05, or 56 effective the day after the leave expiration date. (**NOTE:** If a member is placed into pre-trial confinement while under civilian control either under arrest, pending trial, awaiting sentencing, or out of jail on bond while restricted to the state and is then sentenced to confinement, a new AF Form 2098, must be completed to change the member's DSC from 04 to 05 or 56. When a member is sentenced to civil confinement, length of confinement determines if the member will be dropped from unit manning. If the sentence is for 6 months or more, whether by foreign or U.S. civil court, member should drop from unit manning. If the sentence is less than 6 months, member will remain on the unit manning roster). See Process Chart ([Attachment 3](#)).

3.2.3. When a member is placed into military confinement, either pre-trial or as the result of a court-martial sentence (DSCs 16, 17, or 59), the unit commander must sign a DD Form 2707, provided by the local confinement officer. The confinement order is the source document used to initiate the AF Form 2098. (**NOTE:** If a member is put into pre-trial confinement and is then sentenced by court-martial to confinement, a new confinement order will be published and a new AF Form 2098 must be completed to change the DSC from 16 to 17 or 59).

3.2.3.1. If the accused was in continuous pre-trial confinement from the confinement date until the adjudgment date, an AF Form 1359, **Report of Result of Trial**, can serve in lieu of the confinement order.

3.2.4. PCIII Reporting Procedures for Confinement Duty Status Change:

3.2.4.1. Upon receipt of an AF Form 2098 placing a member into confinement, the following PC-III menu path can be used: Military Functional Applications, Personnel Employment, Duty Status Updating/Inquiry, Confinement/AWOL/Deserter Report.

3.2.4.2. Enter the DSC reflected in Section II of the AF Form 2098; see [Table 4.1.](#) and [Table 4.4.](#), notes 1 and 2.

3.2.4.3. Duty Status Effective Date: Enter the effective date as reflected in Section II of the AF Form 2098. This is the date the sentence of a court-martial is adjudged and will mark the confinement start date. If member is given credit for time served in pretrial, the confinement start date will precede the date the sentence is adjudged, IAW AFI 31-205, *The Air Force Corrections System*.

3.2.4.4. Duty Status Expiration Date: Enter the date when the DSC will expire; see [Table 4.4.](#), notes 1 and 2. The expiration date should coincide with the length of the adjudged sentence.

3.2.4.5. Enter the appropriate Confinement Type Code (see paragraph [3.2.27.](#)).

3.2.4.6. Source Document Code: Enter the source document code (“AV” for AF Form 2098) and the Julian date. The Julian date must be preceded by the current year (e.g., AV02124 for calendar year 2002).

3.2.5. MilPDS Reporting Procedures for Confinement Duty Status Changes:

3.2.5.1. Navigation: Select Personnel Employment, Employment, and Duty Status.

3.2.5.2. Press the F7 function key to enter the query mode. Type the member’s social security number (SSN) in the National Identifier field and press the F8 function key to execute the query. The personnel folder will populate with the member’s current information.

3.2.5.3. Click the Duty Status Button. The duty status window will populate with the current information. Click on the Green Plus (+) button located on the toolbar. The current duty status will fall below the line.

3.2.5.4. Click on the list of values (LOV) button located on the toolbar to select the appropriate duty status code (04, 05, 06, 07, 16, 17, 56, or 59); enter the start date and the end date. **NOTE:** Duty Status codes 06 & 07 will automatically update their own end date once you save the record.

3.2.5.5. Click on the descriptive flex field to the right of the end date field. If updating confinement, enter the confinement type by clicking on the LOV and selecting the appropriate code. When updating AWOL/Desertion, leave the confinement type field blank. Enter the Source Document ID as AV. When entering the Source Document Date, this date must be the Julian date followed by the current year; the field size is 5 (e.g., 31902).

3.2.6. Court-Martial Sentences With Less Than 12 Months of Confinement Time IAW AFI 31-205 and AFCSM 36-699, Volume 1, Chapter 13:

3.2.6.1. For court-martial sentences with less than 12 months of confinement time, the member may serve all or part of his/her confinement locally. HQ AFPC/DPPPWM will complete any reduction in grade due to court-martial. An AF IMT 1359, **Report of Result of Trial**, will be published, listing all the charges and findings of each charge, to include the sentence. If a sentence includes a punitive discharge, the Military Personnel Flight (MPF) Personnel Relocations Element will update a request for separation in MilPDS. The requested separation date will be

“08-Aug-3888” and the RET-SEP-ID will be “S” with the appropriate Separation Designator (SPD) Code.

3.2.6.2. When a member’s sentence is less than 12 months and the local confinement facility cannot accommodate the member or the convening authority (CA) has not acted on the case, the member may be transferred by permanent change of station (PCS) *without* permanent change of assignment (PCA) to a regional corrections facility managed by the HQ Air Force Security Forces Center (HQ AFSFC), Lackland AFB, Texas (DSN 945-5608/5616). If the CA has acted on the case, the member will then be PCSed with PCA, and HQ AFSFC/SFC will force gain the member and assume administrative control. When an officer is court-martialed, the confinement will be served at the United States Disciplinary Barracks, Fort Leavenworth, Kansas, unless dictated otherwise.

3.2.7. Court-Martial Sentences With 12 Months or More Confinement Time IAW AFI 31-205. For court-martial sentences of 12 months or more of confinement time, HQ AFSFC will normally assign the member PCS *with* PCA to a DoD regional correctional facility once the CA acts on the case. The member will be physically transferred and administratively assigned to HQ AFSFC. The local confinement officer will send a message to HQ AFSFC requesting transfer of the member. HQ AFSFC will respond by message with further transfer instructions and assignment procedures to the local MPF and the gaining correctional facility. Prior to a member being transferred to a DoD regional correctional facility, ensure his/her DSC is updated to 17 (Sentenced Military Prisoner). *DO NOT* complete any reduction-in-grade actions as HQ AFPC/DPPPWM will complete this action.

3.2.8. Duty Status Reporting for AWOL, Desertion, and Correctional Custody IAW AFI 36-2911, *Desertion and Unauthorized Absence*, and AFI 31-208, *Remotivation Program*:

3.2.8.1. For a member to be placed into an AWOL DSC, the member must be in an unauthorized absence status for more than 24 hours. For example: A member is required to be at work at 0730 on Monday but does not report to work. The member will not be reported as AWOL until Tuesday at 0730 (after 24 hours of unauthorized absence), with an effective date and time of Monday 0730. For an unauthorized absence of 24 consecutive hours or less, classify as “failure to go.” Classify a member as a deserter when a member has been AWOL for 30 consecutive days. If the absence lasts through 2400 hours on the 30th consecutive day, change the member’s status to deserter at 0001 on the 31st day (or on the 10th day during times of emergency or war declared by the United States President or Congress). If the absentee is AWOL for any amount of time, classify him/her as a deserter if the member:

3.2.8.1.1. Is under duty or travel restrictions that DoD 5200.2-R/AFI 31-501, *Personnel Security Program Management* imposes.

3.2.8.1.2. Has had access within the past 12 months to Top Secret information or other classified information that requires special access authority (see AFI 36-2911, table 1, paragraph 1.5.2.2.). **NOTE:** DO NOT classify a person who appears to be more a casualty than a deserter solely because the person has had access to classified material described herein.

3.2.8.1.3. Has gone to or stayed in a foreign country and, while there, has asked for or taken any type of asylum or resident permit from that country or its governmental agencies.

3.2.8.1.4. Has a previous unauthorized absence pending that has not been completed.

3.2.8.1.5. Is an escaped prisoner.

3.2.8.1.6. Is wanted for violating articles of the United States Code of Military Justice (USCMJ) as specified in AFI 36-2911, attachment 4.

3.2.8.1.7. Is determined by HQ AFPC/DPWCM, DSN 665-3727, to be in a deserter status.

3.2.8.1.8. Without authority, goes or remains absent from his/her unit, organization, or place of duty with intent to remain away permanently.

3.2.8.2. An unauthorized absence ends when the absentee or deserter returns to military control. Upon receipt of an AF Form 2098 placing a member into an AWOL or deserter DSC, the following PC-III menu path can be used: Military Functional Applications, Personnel Employment, Duty Status Updating/Inquiry, Confinement/AWOL/Deserter Report.

3.2.8.2.1. Enter the DSC as reflected in Section II of AF Form 2098 (see [Table 4.4.](#)).

3.2.8.2.2. Duty Status Effective Date: Enter the effective date as reflected in Section II of AF 2098 (see [Table 4.4.](#)).

3.2.8.2.3. Source Document Code: Enter the source document code (“AV” for AF Form 2098) and the Julian date. The Julian date must be preceded by the current year (e.g., AV02124 for calendar year 2002).

3.2.9. MilPDS Reporting Procedures for AWOL/Desertion Duty Status:

3.2.9.1. Navigation: Select Personnel Employment, Employment, and Duty Status.

3.2.9.1.1. Press the F7 function key to enter the query mode. Type the member’s SSN in the National Identifier field and press the F8 function key to execute the query. The personnel folder will populate with the member’s current information.

3.2.9.1.2. Click the Duty Status Button. The duty status window will populate with the current information. Click on the Green Plus (+) button located on the toolbar. The current duty status will fall below the line.

3.2.9.1.3. Click the LOV button located on the toolbar to select the appropriate status code 06 or 07 and enter the start date, the end date will automatically update once you save the record.

3.2.9.1.4. Click on the descriptive flex field to the right of the end date field. Do not insert a code in the confinement type field. Enter the Source Document ID as AV. When entering the Source Document Date, this must be the Julian Date followed by the current year; the field size is 5 (e.g., 31902).

3.2.9.1.5. Correctional custody is non-judicial punishment that commanders can impose for minor offenses. Correctional custody is not confinement and time served in correctional custody is not lost time. The DSC for a member placed in correctional custody will be 00 (Present For Duty). For those installations that do not have a correctional custody facility and member will be placed into one at another installation, place the member in DSC 14 (Not Present For Duty- Other).

3.2.10. Calculating Lost Time IAW United States Code, Title 10, Section 972; DoD Financial Management Regulation, Volume 7A, and AFCSM 36-699, Volume 1, Chapter 13.

3.2.10.1. Any time a member (enlisted or officer) spends in AWOL status, desertion, or any confinement whether it is pre or post-trial confinement status is considered non-creditable ser-

vice--also referred to as "lost" time or "bad" time. When lost time is charged, a member's service dates are adjusted forward by the number of days of lost time charged.

3.2.10.1.1. Time spent in confinement is considered to be non-creditable service and **must be** charged as lost time (DoD Financial Management Regulation, Volume 7A, table 1.1. and U.S. Code, Title 10, Section 972). **Exception:** If the member is released without trial, acquitted, or the conviction is set aside on legal grounds, please contact HQ AFPC/DPWROP at DSN 665-3483 for procedures.

3.2.10.1.2. **Do not** return a member to DSC 00 when going from one "bad" DSC to another (e.g., Pretrial Confinement to Sentenced Prisoner).

3.2.10.1.3. Enlisted members can only be charged lost time for the period of their enlistment. (e.g., if a member has 2 years left on a 4-year enlistment when they go AWOL and are apprehended 4 years later, they can only be charged lost time for the 2 years they had remaining on their enlistment).

3.2.10.1.4. When calculating lost time, the day a member enters into a "bad" DSC, regardless of the hour, is considered "bad." The day a member is returned to a "good" duty status, regardless of the hour, is considered "good."

3.2.11. Updating Lost Time:

3.2.11.1. MilPDS will automatically generate a lost time update to the lost time application, **only** when the member is returned to a present for duty status. The completion of an AF IMT 2098 with the appropriate signatures is required for members returning from a bad duty status (see [Table 4.4.](#)). The number of days lost time is determined by the from and thru dates. MilPDS will not count the day an individual is returned to duty or military control as lost time.

3.2.11.1.1. The same day lost time has been updated in MilPDS, TR notices will be generated and a Service Date Adjustment Report Individual Person (RIP) will be produced, showing the member's old service dates as well as the new adjusted ones. This RIP must be filed in the member's Unit Personnel Record Group (UPRG) along with applicable AF Form 2098. The RIP will serve as the source document for the new service dates as it will be needed if any corrections to the lost time update need to be made. The service dates listed below are automatically adjusted with a lost time update and reported to Defense Finance and Accounting Service (DFAS) and MilPDS.

3.2.11.1.1.1. Pay Date.

3.2.11.1.1.2. Total Active Federal Military Service Date (TAFMSD).

3.2.11.1.1.3. Total Enlisted Military Service Date (TEMSD).

3.2.11.1.1.4. Date of Separation (DOS).

3.2.11.1.1.5. Expiration Term of Service (ETS).

3.2.11.1.1.6. Grade Current Date of Rank (DOR).

3.2.11.1.1.7. Overseas Duty Selection Date (ODSD).

3.2.11.1.1.8. Short Tour Return Date (STRD).

3.2.11.1.1.9. Lost Days Current Enlistment.

3.2.11.1.1.10. Absent Days After ETS.

3.2.11.1.1.11. Active Duty Service Commitment Date (ADSCD).

3.2.11.1.1.12. Since MilPDS automatically adjusts lost time once a member is returned present for duty, for any unauthorized absence (AWOL or Desertion), if the unit commander has not made a determination once he/she has investigated the circumstances involving the member's absence and determines the cause, a lost time determination must be made. If the commander decides to not charge the member lost time, delete the lost time from the lost time application in MilPDS.

3.2.12. Officer Lost Time Procedures:

3.2.12.1. Officer lost time procedures apply to all active duty officers, Reserve and ANG officers on extended active duty tours (RPA or MPA). The 1996 Defense Authorization Act amendments changed the law concerning lost time for officers. United States Code, Title 10, Section 972 states: "An officer who after February 10, 1996, deserts, is absent from his organization, station or place of duty for more than one day without proper authority, is confined by military or civilian authorities for more than one day, or in connection with a trial, whether before, during, or after the trial or is unable to perform duties because of intemperate use of drugs or alcohol because of disease or injury resulting from misconduct as determined by competent authority, will not receive service credit for lost time. However, the lost time will not affect the officer's basic pay for years of service under Section 205 of Title 37."

3.2.12.2. Generally, documentation of lost time is done electronically. Currently MilPDS does not allow for a lost time update to be made on an officer. Therefore, compliance with the following guidance is **mandatory**.

3.2.13. Placing an Officer into Military/Civilian Confinement, Deserter; AWOL, Duty Status (04, 05, 06, 07, 16, 17, 56, 59):

3.2.13.1. For Active Duty Members: The original AF Form 2098 (placing an officer into DSCs 04, 05, 06, 07, 16, 17, 56, or 59) will be forwarded by the MPF with proper coordination as outlined in paragraph 3.2.23.4., and Table 4.4. to the Master Personnel Records Section at HQ AFPC/DPSAMI, 550 C Street West, Suite 21, Randolph AFB TX 78150-4723.

3.2.13.2. For Unit Reserve, Unit AGR, and ANG Members: The original AF Form 2098 (placing an officer into DSCs 04, 05, 06, 07, 16, 17, 56, or 59) will be processed by the Reserve/ANG MPF and forwarded with proper coordination as outlined in paragraph 3.2.23.4., and Table 4.4. to HQ ARPC/DPAF, 6760 E. Irvington Place #2600, Denver CO 80280-2600, who will forward to ARPC/DPBA, DPPKB, and DPSR.

3.2.13.3. For IMA and HQ AGR Members: The original AF Form 2098 (placing an officer into DSCs 04, 05, 06, 07, 16, 17, 56, or 59) will be processed by the active duty CSS or MPF as outlined in paragraph 3.2.23.4., and Table 4.4., and forwarded with proper coordination to HQ ARPC/DPAF, 6760 E. Irvington Place #2600, Denver CO 80280-2600, who will process and forward to ARPC/DPBA, DPPKB, and DPSR.

3.2.14. To Return an Officer to Present for Duty Status (Code 00):

3.2.14.1. A second original AF Form 2098 will be accomplished. This new form will be processed by the MPF with proper coordination and must contain a lost time determination made by

the unit commander, as outlined in paragraph 3.2.23.4., and Table 4.4. Forward the completed form to HQ AFPC/DPPAOR, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712. AFPC/DPPAOR will update the Total Active Federal Military Service Date (TAFSMD), Total Active Federal Commissioned Service Date (TAFCSMD) to reflect the number of lost days and will adjust the USC Title 10 Section 1405 Service Date. For lost time purposes, the 1405 service date will only be computed if the individual is at the 18-year mark. HQ AFPC/DPPAOR will also forward the AF Form 2098 to the following:

3.2.14.1.1. HQ AFPC/DPAPP1 for adjustment of the overseas duty selection date (ODSD) and the short tour return date (STRD).

3.2.14.1.2. HQ AFPC/DPSFO for adjustment of active duty service commitment (ADSC) as necessary.

3.2.14.2. Once adjustments have been made, HQ AFPC/DPPAOR will forward the original AF Form 2098 to HQ AFPC/DPSAMI.

3.2.14.3. For Unit Reserve, Unit AGR, and ANG Members: The Reserve MPF must complete the AF Form 2098 as outlined in paragraph 3.2.23.4., and Table 4.4., and forward it to HQ ARPC/DPAF, 6760 E. Irvington Place #2600, Denver CO 80280-2600, who will forward to ARPC/DPBA, DPPKB, and DPSR.

3.2.14.4. For IMA and HQ AGR Reserve members serviced by an active duty CSS or MPF, the AF Form 2098 must be completed as outlined in paragraph 3.2.23.4., and Table 4.4., and forwarded to ARPC/DPAF, 6760 E. Irvington Place #2600, Denver CO 80280-2600, who will then forward to ARPC/DPBA, DPPKB and DPSR.

3.2.15. MilPDS Procedures for Updating Lost Time when a Duty Status Update was not accomplished:

3.2.15.1. If DSC 04, 05, 06, 07, 16, 17, 56, or 59 were never updated in MilPDS, or the lost time calculation in the lost time application is incorrect, use the following navigation:

3.2.15.2. Navigation: Select Relocations and Employment, Personnel Employment, Employment and Lost Time.

3.2.15.3. Click on the Open button and the personnel folder will appear. Press the F7 function key to enter the query mode. Type the member's SSN in the National Identifier field and press F8 function key to execute the query.

3.2.15.4. The personnel folder will populate with the member's current information. Select Lost Time and click anywhere in the details field, this will pull up the lost time menu screen.

3.2.15.5. Input the Bad Time Start Date and the Bad Time Stop Date; which is the day the bad time started and the day the member was brought back to present for duty on the AF IMT 2098 – the source document you will use to make the appropriate update.

3.2.15.6. Click the OK button. Click the Save button and exit the application.

3.2.15.7. The Days Bad Time Charged area will automatically be populated with the correct amount of lost days, based upon the Start Date and Stop Date entered.

3.2.16. Deleting the Incorrect number of Lost Days in MilPDS:

3.2.16.1. When the number of lost days in the lost time application are incorrect or the commander has determined lost time will not be charged (only in AWOL, Desertion or Line of Duty determinations can the commander determine lost time), use the following navigation:

3.2.16.2. Navigation: Select Relocations and Employment, Personnel Employment, Employment and Lost Time.

3.2.16.3. Click on the Open button and the personnel folder will appear. Press the F7 function key to enter the query mode. Type the member's SSN in the National Identifier field and press F8 function key to execute the query.

3.2.16.4. The personnel folder will populate with the member's current information. Select Lost Time.

3.2.16.5. To delete the lost time: click in the details area on the lost time to be deleted, hit the red X button, and then click the Save button.

3.2.16.6. To change incorrect start and end dates and recalculate lost time, please contact HQ AFPC/DPWROP, DSN 665-2671, before you make any changes to the system.

3.2.17. Duty Status Reporting After the Fact:

3.2.17.1. Every effort should be made to update DSC changes when they occur. When a member's DSC changes to other than present for duty (military or civilian confinement) and returns back to present for duty before any updates have been accomplished, **do not** update the system with the past duty status, **DO** update the lost time application to reflect the applicable amount of days lost, the application will not automatically update because a duty status update was not completed. If the DSC change should be AWOL or Desertion, please contact HQ AFPC/DPWCM at DSN 665-3727 for instructions. Ensure all applicable AF IMT 2098 are accomplished, coordinated on and properly distributed in accordance with this AFI.

3.2.18. Changing Incorrect Duty Status Updates in Duty Status History:

3.2.18.1. When DSCs 04, 05, 06, 07, 16, 17, 56, 59 were incorrectly updated, or need to be deleted because they were erroneously updated, and have been placed into Duty Status History, the following example and navigation can be used: **NOTE:** DSCs 07 and 06 can **only** be deleted or changed by HQ AFPC/DPWCM, DSN 665-3727. DSCs 04, 05, 16, 17, 56, 59 are not to be updated again in the duty status application if a mistake was made on a past duty status; you will need to delete the mistake made in the duty status application and then make the appropriate adjustments to the lost time application.

3.2.18.2. **EXAMPLE:** Member should have been placed into DSC 16 – Military Confinement (under arrest/pending trial/awaiting sentencing) effective 5 Jan 03 thru 9 Jan 03. MilPDS shows: Current DSC 00 – Present for Duty effective 10 Jan 03; Duty Status History shows DSC 04 – Civilian Confinement (under arrest/pending trial/awaiting sentencing) effective 5 Jan 03 thru 9 Jan 03.

3.2.18.3. Navigation: Select Personnel Employment, Employment and Duty Status.

3.2.18.4. Press the F7 function key to enter query mode. Type the member's social security number (SSN) in the National Identifier Field and press the F8 function key. The personnel folder will populate with the member's current information.

3.2.18.5. Click on the Duty Status Button.

3.2.18.6. Click on Duty Status History. This will allow you to view what is in the member's history file.

3.2.18.7. Go back to the current Duty Status area and place the cursor into the current duty status shown (in this case, it is present for duty) and hit the red X button located on the tool bar to delete that line and click the yellow disk button to save. MilPDS will then reflect: Current Duty Status – Civilian Confinement (under arrest/pending trial/awaiting sentencing) with a start date of 5 Jan 03 and an end date of 9 Jan 03. Place the cursor into the current duty status shown (now showing civilian confinement) and hit the red X button located on the tool bar to delete that line and click the yellow disk button to save.

3.2.18.8. Click out of the Duty Status screen and go back in. The current duty status should show Present for Duty and an effective date.

3.2.18.9. If this does not appear, click on the list of values (LOV) button located on the toolbar to select the appropriate duty status code. In this case, select DSC 00 – Present For Duty; enter the start date, the first day the member was present for duty after the member's last "bad" duty status. If you are in need of further assistance please contact HQ AFPC/DPWROP at DSN 665-2671.

3.2.18.10. You will then need to update the lost time as appropriate. Please contact HQ AFPC/DPWROP for further instruction.

3.2.19. Return of a Member from AWOL, Desertion, or Confinement Status After ETS (IAW DoD Financial Management Regulation, Volume 7A, and AFCSM 36-699, Volume 1, Chapter 13):

3.2.19.1. A member who is in an AWOL or deserter status and surrenders or is apprehended after the ETS has expired is NOT entitled to pay and allowances until restored to full duty status (present for duty) for the purpose of making good the lost time.

3.2.19.2. The following applies if a situation warrants a member's expired ETS to be made current:

3.2.19.2.1. When a member is returned to duty from AWOL, deserter or confinement status, the ETS/DOS has expired, and court-martial actions are pending, the ETS/DOS can be involuntarily extended in 3-month increments IAW AFCSM 36-699, Volume 1, Chapter 13.

3.2.19.2.2. When a member is returned to duty from AWOL, deserter or confinement status, the ETS/DOS has expired and no court-martial actions are pending, there are two ways the ETS/DOS can be extended depending on the situation.

3.2.19.2.2.1. If the amount of lost time to be updated would extend the member's current ETS/DOS into the future, update the lost time in PDS.

3.2.19.2.2.2. If the amount of lost time to be updated would not extend the member's ETS/DOS into the future, the ETS/DOS can be extended from the date the member is returned to duty by the amount of lost time incurred to date. For example, a member enlists for 4 years on 1 Jan 90. On 1 Jan 92, the member goes AWOL and is apprehended by military

authorities on 1 Jan 97, and placed into pre-trial confinement. Update MilPDS to adjust the member's ETS/DOS and other service dates by the amount of time left on the member's enlistment prior to going AWOL. In this case, 2 years forward from 1 Jan 97; the member's new ETS/DOS would be 31 Dec 99. Ensure all applicable AF Forms 2098 are accomplished and filed. **NOTE:** When the ETS/DOS is extended this way, do not update the lost time in MilPDS. Ensure the member's DD Form 214, **Certificate of Release or Discharge From Active Duty**, is annotated with correct lost time and service dates.

3.2.20. Appellate Review Leave:

3.2.20.1. After a member's court-martial or confinement has been completed, and if part of the sentence included a dismissal or punitive discharge and the legal reviews on the case have not yet been finalized, the member will then be put on appellate review leave to await legal review results. Appellate review leave is directed by the convening authority (CA) in writing and will be included in the initial court-martial order. While on appellate review leave, a member will use up accrued leave before entering into an excess leave status, at which time the member is still considered to be in the Air Force, but in a no-pay status. An excess leave status will begin the day after accrued leave ends.

3.2.20.2. If a member was transferred to a DoD regional correctional facility and was assigned PCS with PCA, HQ AFSFC will accomplish all appellate review actions.

3.2.20.3. If a member's confinement has been completed and the initial court-martial order directing appellate review has not been published, the member will be returned to his/her original unit or a transition flight until the court-martial order directing appellate review leave is received. The member's DSC will be 00.

3.2.20.4. Until the member departs the base on appellate review leave, the DSC will be 00 to include any time spent out-processing. The DSC update for appellate review is a programmatic update from DFAS. For this update to process, the member must be in DSC 00.

3.2.21. Appellate Review Leave Processing Procedures (Member Assigned Within The Continental United States [CONUS]):

3.2.21.1. Losing MPF: Upon completion of a court-martial, AF IMT 1359 will be filled out listing all the charges and the findings of each charge to include the sentence. If the sentence includes a punitive discharge, the Separations Office will update a request for separation in MilPDS. The requested separation will be "08-Aug-3888" and the RET-SEP-ID will be "S" with appropriate Separation Designator (SPD) Code.

3.2.21.2. Once the court-martial order has been published by SJA directing a member on appellate review leave, the member must out-process through all applicable base agencies, all separation actions IAW AFI 36-2102, *Base Level Relocation Procedures*, will be completed. DD Form 214, and AF Form 100, **Request and Authorization for Separation**, will not be completed until the final court-martial order is received.

3.2.21.2.1. Losing Unit: The member's unit will accomplish an AF Form 988, **Leave Request/Authorization Form**, with an expiration date of 300 days from the effective date. An AF Form 988 used for appellate review leave will be processed differently from a normal leave form; contact the local finance office for specific procedures, as a member being placed

on appellate review leave has several options concerning leave and pay. Ensure the local finance office counsels the member concerning these options.

3.2.21.2.2. Losing Financial Services Office (FSO): The losing FSO will process the AF Form 988, in turn flowing a transaction to the base-level PDS updating the member's DSC to 52 (Appellate Review).

3.2.21.3. Losing MPF: When the member's DSC changes to 52, the member's record status will change from 10 to 82. Close coordination with the local Finance Office is crucial at this point. Finance records the exact day a member will enter into excess leave (DSC 52); therefore, confirm this date with Finance. If more than 5 days elapse from the date given by the Finance Office, and the member's DSC has not changed to 52 and the current DSC is 00, update the member's DSC manually in MilPDS to 52 with an expiration date of 300 days from the start date.

3.2.21.4. Losing MPF: The member's unit personnel record group (UPRG) and any supporting documents will be maintained by the Separations Office until the final court-martial order is received from the CA stating disposition of the member's case. **NOTE:** Legal review can take from 1 – 3 years to complete. Member's case should be reviewed with Legal every 300 days to see if the member's case has been completed. **IF NOT**, the member's expiration date in MilPDS will need to be extended out another 300 days, a new AF IMT 988 will be needed as a source document to extend member's appellate review leave out for an additional 300 days. The member's home base remains administratively responsible regardless of the member's leave address. **DO NOT** assign the member PCS to the base closest to the leave address. Upon receipt of the final court-martial order approving the members discharge, the Separations Office will confirm the member's separation in MilPDS and DFAS files. Dispose of the case file in accordance with AFMAN 37-139, *Records Disposition Schedule*, and AFI 36-2608, *Military Personnel Records System*, table A6.4.

3.2.22. Appellate Review Leave Processing Procedures (Member Assigned Overseas):

3.2.22.1. Losing MPF: Upon completion of a court-martial, an AF IMT 1359 will be published. Use the AF IMT 1359 as the source document, and if the sentence includes a punitive discharge, the Separations Office will update a request for separation in MilPDS. The requested separation date will be "08-Aug-3888" and the RET-SEP-ID will be "S" with appropriate Separation Designator (SPD) Code. On receipt of the published court-martial order directing a member to be placed on appellate review leave, DPMARS sends a message requesting assignment instructions: For enlisted assignment instructions, the message will be sent to HQ AFPC/DPAA. For officer assignment instructions, the message will be sent to HQ AFPC/DPAPP2. Information addressees will include the losing MAJCOM and AFLSA/JAJM, Bolling AFB DC. In the message, please include the member's full name, grade, SSN, Control Air Force Specialty Code (CAFSC), Primary Air Force Specialty Code (PAFSC), Date Eligible to Return from Overseas (DEROS), Assigned Personnel Accounting Symbol (PAS) Code, complete leave address, home of record, type of discharge, court-martial order number including the date, and the date the member's confinement will be completed. HQ AFPC/DPAA will respond by return message only (you will not receive an in-system assignment notification). The member will be assigned to the military personnel flight (MPF) closest to the member's leave address. Upon receipt of instructions from HQ AFPC, schedule member for out-processing as soon as possible. Any member placed on appellate review leave does not report to gaining unit. Mail the military member's records to the gaining unit along with AF IMT 988 completed by the member's losing unit, including leave number and showing a

period of 300 days. Upon arrival at the appellate review leave address, the member will mail a completed travel voucher, DD Form 1351-2, **Travel Voucher or Subvoucher**, to the gaining Financial Services Office (FSO). The record remains on the overseas location file until the member is placed into excess leave status by the losing FSO.

3.2.22.2. Losing FSO: Accomplish notification of required excess leave and endorsements before the member departs the overseas base, but not until after the member enters into an excess leave status IAW DFAS-DEM 7073-2, *Unit Leave Procedures*, paragraph C7.11.2.5. The losing FSO processes the AF Form 988, in turn flowing a transaction to MilPDS updating the member's duty status to "52" (Appellate Review Leave).

3.2.22.3. Losing MPF: After processing AF IMT 988, close coordination with your local finance office is crucial. Finance records the exact day a member will enter into excess leave status; confirm this date with Finance. If more than 5 days elapse from the date given by the finance office, and the member's DSC has not changed to "52," and the current DSC is "00," update the member's DSC manually in MilPDS to "52" with an expiration date of 300 days from the start date.

3.2.22.4. Gaining MPF: The gaining Separations Office only maintains the case file until legal review is completed. The gaining MPF does not force gain the person to file. The member's record remains in MilPDS until notification that the appellate review case is complete. **NOTE:** Legal review can take from 1-3 years to complete. Member's case should have been completed. **IF NOT**, then the member's expiration date in MilPDS will need to be extended out another 300 days, and a new AF IMT 988 will be needed as a source document to extend member's appellate review out for an additional 300 days. After the appellate review is completed, the MPF should receive the general court martial order affirming the separation. The MPF will then complete the DD Form 214, **Certificate of Release or Discharge from Active Duty**. The separation date will be the same date the DD Form 214 is completed; only then will the Separations Office complete the separation action.

3.2.23. AF Form 2098 Processing Procedures:

3.2.23.1. There is no longer a requirement for the MPF to assign a control number to AF Form 2098.

3.2.23.2. AF Form 2098 is required when a member enters into an AWOL, deserter, military or civilian confinement DSC, and when returning from one of these DSCs.

3.2.23.3. Lost time, to include time lost as a result of line of duty determinations, is reported on AF Form 2098.

3.2.23.4. The local MPF Personnel Employment Office will provide guidance and assistance to Unit Commanders' Support Staff (CSS) when an AF IMT 2098 needs to be accomplished. The Personnel Employment Office will also conduct an initial quality review of the AF IMT 2098 prior to making any system updates to ensure all applicable blocks are filled out correctly and that lost time is annotated, as appropriate. If the CSS is going to make the system update for the duty status change, they should contact the Personnel Employment Office for appropriate guidance and assistance. The Personnel Employment Office will complete the appropriate certification block in Section IV of the AF IMT 2098 and make any updates, as applicable. They will forward the AF IMT 2098 to Assignments, Promotions, Separations, Reenlistments/Special Actions for proper coordination. Once the AF IMT 2098 has been properly coordinated, the Personnel Employment Office will then forward the AF IMT 2098 to Customer Service for proper coordination and filing.

in the member's UPRG. They will also make copies (as necessary) and forward them to the affected unit; the local finance office; HQ AFPC/DPWROP (our office), 550 C Street West, Suite 15, Randolph AFB TX 78150-4717. The original AF IMT 2098 will be forwarded to Master Personnel Records at HQ AFPC/DPSAMR, 550 C Street West, Suite 21, Randolph AFB TX 78150-4723.

3.2.24. For DSCs 04 (Civilian, Pre-Trial Confinement) and 16 (Military, Pre-Trial Confinement), the system automatically suspenses duty status expiration for 30 days from the effective date. A Transaction Register (TR) notice will be produced prior to the expiration date. This can be extended in 15-day increments. If the duty status code remains expired for more than 15 days, the system will not allow further updates. The member will have to be brought back to DSC 00 and a lost time update of zero days must be entered. Update the member again into the appropriate DSC with the original effective date and a future expiration date 15 days from the date of this latest update.

3.2.25. When updating DSC 05 (Civilian Confinement, Sentenced Prisoner) or 17 (Military Confinement, Sentenced Prisoner), ensure that the expiration date is correct. If a member receives a sentence of 5 years confinement, the duty status expiration date should reflect a date 5 years from the adjudgment date--the expiration date may change based upon the member's ultimate release date.

3.2.26. When going from one "bad" DSC to another, for example DSC 16 (Pre-Trial Confinement) to DSC 17 (Military Confinement, Sentenced Prisoner), do not bring the member back to DSC 00 (Present For Duty). If brought back to DSC 00, a lost time update will have to be done.

3.2.27. Select the applicable code listed below for confinement type in the Descriptive Flex Field by clicking on the LOV button:

3.2.27.1. 01- Confinement by Civil Authorities

3.2.27.2. 02- Confinement by Civil Authorities as a Witness

3.2.27.3. 03- Military Confinement Awaiting Investigation or Court-martial

3.2.27.4. 04- Military Confinement, Sentenced

3.2.27.5. 05- Military Confinement for Foreign Civil Offense Pending Charge or Indictment

3.2.27.6. 06- Military Confinement for Foreign Civil Offense, Indicted

3.2.28. When updating AWOL or deserter DSCs 07 or 06, the duty status expiration date is automatically projected to 30 days for AWOL and 179 days for deserter from the effective date.

3.2.29. On the 31st day of AWOL, a TR remark will be generated stating the member has been AWOL for 30 days or more, verifying the status and updating the appropriate DSC. A new AF Form 2098 must be accomplished when going from DSC 07 (AWOL) to DSC 06 (Deserter).

3.2.30. Every 120 days, the local finance office will verify that the member is still on appellate review leave and will re-update the finance system accordingly. Upon receipt of a RIP (generated every 90 days), Personnel Relocations/Employment will verify the member's status with the unit, or base legal office. If the member is still on appellate review leave and the duty status expiration date on the RIP has expired, extend the expiration date by 300 days.

Chapter 4

NON-CONTINGENCY TDY DUTY STATUS REPORTING PROCEDURES, MISCELLANEOUS UPDATES, AND PERSTEMPO TRACKING AND MANAGEMENT

4.1. Background. The DSP is the unit commander's responsibility; it is event-oriented which encompasses numerous and varied types of duty status conditions. Information in this chapter is provided to assist in the management and update of non-contingency TDY duty status conditions and conditions that are not clearly reflected in the [Table 4.1](#).

4.2. The National Defense Authorization Act of 2000:

4.2.1. The NDAA requires all Services to track, manage, and report high-deployment events. Service secretaries are directed to pay service members high-deployment per diem of \$100 a day for each day a member is deployed in excess of 401 days out of the previous 730-day period. In addition, the Office of the Secretary of Defense (OSD) requires commanders to report and track activities that do not count for high-deployment per diem, but still keep members away from their homes for 24 hours or more (e.g., individual training, hospitalization, confinement, etc.). The primary means to track high PERSTEMPO events is through accurate and timely duty status reporting. [Table 4.2](#) provides a list of duty status codes of events that qualify a member for high-deployment pay; [Table 4.3](#) provides a list of non-pay events that do not qualify a member for high-deployment pay. Event tracking began on 1 October 2000.

4.2.1.1. Duty status conditions are reported when an individual is or will be projected to be in a duty status other than present for duty for more than 24 hours. Most TDY duty status conditions are updated prior to the event in PC-III by the individual's unit or by the MPF via MilPDS if the unit does not have PC-III. Contingency TDYs (DSCs 20 or 21) are updated by the MPF Personnel Readiness Function (PRF) only.

4.2.1.2. Member will out-process through their Commander's Support Staff (CSS) the duty day prior to departure for their temporary duty (TDY) location. The CSS will initiate an AF IMT 4334, **Individual TDY Processing Checklist (Attachment 9)** for the member; this will not apply to the member processing through the personnel readiness function (PRF) (e.g., Contingency TDY, exercise, etc.) The top portion of AF IMT 4334 will be kept in a suspense file until the member returns and completes in-processing procedures through the CSS. The bottom portion of the form will be given to the member as a hand receipt for processing through the CSS and it is recommended to keep with their orders. The duty day after the member returns to home station from the TDY location, the member must in-process through their CSS to complete previously initiated AF IMT 4334. Please see [Attachment 7](#) and [Attachment 8](#) as examples of AF IMT 4334 and proper instructions on how to complete the IMT.

4.2.2. CSS will project or report TDYs using the following PC-III menu path: Military Functional Application, Personnel Employment, Duty Status Updating/Inquiry, TDY Reporting, and Report/Project TDY Departure. **NOTE:** If an event was not projected or reported and has not ended, then the duty status update can be accomplished by using the aforementioned PC-III menu path.

4.2.2.1. Change in TDY Departure. Use the Re-project TDY Departure function in PC-III when an individual departs prior to the date projected in the system. If the member departs on the projected departure date, no action is required.

4.2.2.2. When returning a member back from a non-contingency TDY, the following PC-III menu path is: Military Functional Application, Personnel Employment, Duty Status Updating/Inquiry, TDY Reporting and then Return PFD from TDY. Verify the date the member departed and the actual date of return before updating the return. Ensure leave time, hospitalization, etc., is not included.

4.2.2.3. Correcting Non-contingency TDY Data. If there is a change to a departure date, moving it to a later date, a change in the number of TDY days or TDY location, use the “Correct TDY Data” entry.

4.2.2.4. Delete TDY Projection. If a projected/current TDY is cancelled, use the “Delete Proj/Current TDY” function. In the event that the wrong DSC is updated and the event is still occurring, use this function also.

4.2.2.5. After-the-Fact DSC Updates. TDY history data is extremely important to the member and to the Air Force for tracking PERSTEMPO; it’s also used to determine entitlements for high-deployment pay. TDY history and the data used to measure PERSTEMPO are derived from duty status. If, for some reason, a TDY duty status was not updated via duty status reporting and the member has subsequently returned from TDY, the data in his/her TDY history record must still be updated. To make an after-the-fact update, use the following PC-III menu path: Military Functional Applications, Personnel Employment, Duty Status Updating/Inquiry, TDY Reporting, and finally TDY Accumulator/History Update. Enter the record type and SSN of the record you want to change, and then add, change or delete the TDY data, as necessary.

4.3. Tempo Management Tracking System (TMTS):

4.3.1. TMTS was developed to track all Air Force PERSTEMPO events. It is a total force web-based application that displays all events reported through duty status updates and travel vouchers sent by finance offices. This tracking system has the capability to pinpoint individuals who accumulate high-deployment management/pay thresholds. TMTS also allows MPFs and CSSs to add, update, and delete events that were or weren’t captured by a duty status update. Duty status updates are imperative to the success of tracking events through TMTS and key to helping commanders comply with Burdensome Tempo management policies. Without the initial update from the personnel community, commanders at all levels have no way to monitor the availability of their personnel. In addition, without these updates, TMTS becomes an historical database instead of a real-time monitoring tool. Access to TMTS is available at: <http://www.afpc.randolph.af.mil>. Click on Site Index/Tempo Management (TMTS) or contact AFPC/DPWRS at DSN 665-2342.

4.4. Leaves:

4.4.1. Leave in Conjunction with a Routine TDY. Adjust the start date and number of days if a member was projected for a 30-day TDY of which 10 days were leave time and the leave was taken at the beginning of the TDY. Return the member present for duty effective the date before the leave began, if leave was taken at the end.

4.4.2. Leave in Conjunction with a Contingency TDY. Personnel Readiness Functions will leave personnel who take leave in conjunction with a deployment in DSC 20 until their return to duty. The TDY length *will not* be changed. Changing the TDY length will impact the plan tasking and move the required delivery dates for subsequent taskings for the line number being filled.

4.4.3. Consecutive Overseas Tour (COT) and In-Place COT (IPCOT) leave. Personnel who do not use COT leave during their permanent change of station must use this leave within 1 year. A DD Form 1610, **Administrative Order**, is used to facilitate this process. Unlike ordinary leave, when an AF Form 988 is processed by the local financial service office (FSO), COT leave is not processed by the local FSO until after the leave has been taken. This creates a situation where the member is in DSC 00, Present for Duty, when they are, in fact, on leave. Commanders' support staffs will update DSC 14, Not Present for Duty--Other, on personnel taking COT/IPCOT leave not in conjunction with their PCS move. Upon return from COT/IPCOT leave and subsequent filing of the travel voucher, the member's leave will be charged.

4.4.4. Convalescent Leave. Authorized personnel going on convalescent leave for treatment prescribed for recuperation are not in a chargeable leave status. When an AF Form 988 is accomplished and sent to the local FSO for processing, this action does not generate an update to MilPDS. Commander support staffs will update personnel into DSC 14.

4.4.5. Emergency Leave from Overseas. Use AF Form 972, **Request and Authorization for Emergency Leave Travel**, IAW AFI 36-3003, and DFAS DEM 7073-2, *Unit Leave Procedures*, Chapter 7, for members authorized funded emergency travel. Emergency leave is travel-generated leave processed after the fact on an AF Form 985, **Report of Travel Time/Leave**, and accomplished by the local FSO travel section. In addition, commander support staffs will update DSC 14 in these instances to maintain accountability.

4.4.6. Not Present for Duty at Home Station. For personnel attending professional military education (PME), performing resource augmentation (READY) or correctional custody duty, on a contingency pass (days off as a result of a deployment), or another event which makes a person not present for duty within their assigned unit at their home station, update DSC 14. DSC 14 does not impact the TDY history or accumulator files and is not counted towards high-deployment pay. **NOTE:** DSC 14 should only be updated as a current change in the person's duty status and not projected. If DSC 14 is projected, it will not consummate on the effective date.

4.5. MilPDS Non-Contingency TDY Duty Status Reporting Procedures:

4.5.1. Navigation: Select Relocations and Employment, Personnel Employment, Employment and TDY Reporting.

4.5.2. Click the Open button. The Assignments folder will appear.

4.5.3. In the Assignments folder, press the F7 function key to enter the query mode. Type in the member's SSN in the National Identifier field and press F8 to execute the query. The Assignments folder will populate with the member's current information.

4.5.4. Click the TDY Assignments button. The TDY Assignments window will appear.

4.5.5. On the TDY Assignments form, the task flow buttons at the top of the form allow the users to take action: *Insert*- insert a new TDY, *Modify*- modify an existing TDY, *PDS depart*- report a member's arrival at the TDY location, *Complete*- report the return and completion of the member's TDY, *History*- to view the member's TDY history.

4.5.6. The appropriate data items are updated, changed, or deleted based on the required action. The current/projected area of the form will allow the user to update the number of days TDY; the form will automatically calculate the expiration date of the TDY.

4.6. Air Force Reserve Personnel Tempo (PersTempo) Management and Tracking Guidance:

4.6.1. For instructions specific to the Air Force Reserve (Unit Reservists, AGRs, IMAs and Participating IRR members), see instructions at the following website:

http://arpc.afrc.af.mil/site_map/perstempo.htm

Table 4.1. Duty Status Codes.

DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
00	PRESENT FOR DUTY (PFD)		CSS, MPF	Performing duty at assigned unit	N/A
01	DECEASED		AFPC only and PERSCO Teams for DSCs 20 and 21	Known to have died, determined to have died based upon receipt of conclusive evidence, or declared dead based upon a presumptive finding of death. (Note 3)	AF Form 2098, Duty Status Change
02	MISSING		AFPC only and PERSCO Teams for DSCs 20 and 21	Not present at duty location due to apparent involuntary reasons and whose location is unknown. Excluded are personnel who are in an AWOL, deserter, or dropped-from-rolls status.	AF Form 2098
03	ILL/INJURED (CASUALTY REPORTED)		AFPC Only and PERSCO Teams for DSCs 20 and 21	The casualty status of a person whose illness or injury requires hospitalization but medical authority does not classify as very seriously ill or injured, or seriously ill or injured, and the illness or injury makes the person physically or mentally unable to communicate with the NOK.	AF Form 2098
04	CIVILIAN CONFINEMENT (UNDER ARREST, PENDING TRIAL, AWAITING SENTENCE)		CSS, MPF	Arrested or detained by civil authorities.	AF Form 2098
05	CIVILIAN CONFINEMENT - SENTENCED PRISONER/30 DAYS OR MORE		CSS, MPF	Arrested or detained by civil authorities for more than 30 days.	AF Form 2098

DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
06	DESERTER		CSS, MPF	Has been AWOL for 30 consecutive days. (On the 10 th day during times of emergency or war declared by the President or Congress.) Is AWOL and is under duty and travel restrictions; has had access to TS information within the past 12 months; has departed or stayed in a foreign country and asked for/taken asylum or residency; has action pending from a previous unauthorized absence; is an escaped prisoner or is wanted for violating the UCMJ as listed in AFI 36-2911, atch 4.	AF Form 2098
07	ABSENT WITHOUT LEAVE (AWOL)		CSS, MPF	When a member is absent from where he or she is ordered or otherwise required to be present. (NOTE: For a period less than 24 consecutive hours classify as "failure to go.")	AF Form 2098
08	HOSPITAL, NOT ASSIGNED, SICK IN QUARTERS		CSS, MPF	SICK IN QUARTERS: Excused from duty for treatment or medically directed self-treatment or other non-hospital facilities.	Medical Treatment Facility Admission and Disposition List
09	LEAVE - EXCLUDE DELAY EN ROUTE		Programmatic based on FSO update	Authorized absence from a place of duty, chargeable against the service- member's leave account.	AF Form 988, Leave Request/ Authorization , programmatic update received from Financial Service Office

DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
10	ASSIGNMENT TRANSFER -MEMBER DEPARTS PCS OR TERMINAL LEAVE		CSS, MPF	DEPART PCS: Movement of a member to a different duty station for permanent duty, regardless of distance (with or without concurrent change in unit of assignment). The assignment, detail, or transfer of a member from a unit to a different permanent duty station under competent orders which neither specify the duty as temporary, nor provide for further assignment to a new permanent duty station, or direct return to the old permanent duty station (JFTR Appendix A). TERMINAL LEAVE: Ordinary leave chargeable to the servicemember's leave account to assist separating service members with their personal affairs. Also referred to as "retirement or separation leave."	PCS order or terminal leave document, programmatic generation
11	ASSIGNED BUT NOT JOINED		CSS, MPF	When unforeseen circumstances occur to a member after departing as ordered that prevent reporting by the established RNLTD and the member has contacted the gaining commander and been given authority to report late.	AF Form 2098
12	ACCESSED NOT JOINED, TDY EN ROUTE, RE- INITIAL ACTIVE DUTY TRAINING		CSS, MPF	Reserve personnel attending basic training.	Programmatic generation by AFPC
13	HOSPITALIZED, ASSIGNED TO PATIENT SQUADRON OR HOSPITAL		CSS, MPF	Used to indicate the admittance of an individual into the hospital or assignment of an individual to the patient squadron.	Notification from Medical Treatment Facility; PDS programmatic generation or DIN update, PCS order
14	NOT PRESENT FOR DUTY-OTHER		CSS, MPF	Used to report non-availability for any reason not listed in this table. (See note 1)	AF Form 2098, (See note 2)
15	EN ROUTE ASSIGNED STATION FROM DEPLOYED STATION (DSC 20, 21)		MPF and PERSCO Team	A person has departed their deployed location for their home station.	Contingency/ Exercise/ Deployment (CED) Order

DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
16	MILITARY CONFINEMENT (UNDER ARREST/ PENDING TRIAL/ AWAITING SENTENCING)		CSS, MPF	The confinement or arrest of an individual.	AF Form 2098
17	MILITARY CONFINEMENT-SENTENCED PRISONER/30 DAYS OR MORE		CSS, MPF	Confinement of an individual in a military corrections facility for 30 days or more.	AF Form 2098
18	INVOLUNTARY RECALL 45 DAYS ACTIVE DUTY-FAIL PARTICIPATE (ANG/ AFR)		CSS, MPF	Used by members with a military service obligation or formal training course service obligation. Recall will be in a special RPA tour status and must be performed at the unit of assignment or the unit of attachment.	AF Form 938, Request and Authorization for Active Duty Training/ Active Duty (ANG/ AFRC only)
19	TDY-ARC-HSTN ACTIVE DUTY	A	CSS, MPF	Used if individual has been called to home station and IS NOT in direct support of a contingency operation.	AF Form 938 (ANG/ AFRC only)
20	TDY - CONTINGENCY, ROTATIONAL, EXERCISE	1	MPF Only	Used to show the deployment of an individual in support of a PID (plan identification) named operation.	CED Order
21	PALACE TRIP MANNING AS CONTINGENCY, EXERCISE	2	MPF Only	TDY manning assistance in support of a PID.	CED Order
22	TDY SCHOOL (LESS THAN 20 WEEKS)	3	CSS, MPF	To report the TDY of an individual to a school of less than 20 weeks. Not in a PCS status	DD Form 1610 or AF Form 938
23	TDY PERMISSIVE - BOOTSTRAP, HOUSE HUNTING, ETC.	4	CSS, MPF	Non-chargeable leave used to complete degree-earning requirements, house hunting, etc.	AF Form 988, programmatically updated by FSO
24	TDY - OTHER CONUS TO CONUS	5	CSS, MPF	To report a TDY from a CONUS location to another CONUS location.	DD Form 1610
25	TDY - OTHER CONUS TO OVERSEAS	6	CSS, MPF	To report a TDY from a CONUS location to an overseas location.	DD Form 1610
26	TDY - OTHER OUT OF COUNTRY TO - OVERSEAS PERSONNEL ONLY	7	CSS, MPF	To report a TDY from an overseas country to another overseas country.	DD Form 1610

DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
27	TDY - OTHER IN COUNTRY - OVERSEAS PERSONNEL ONLY	8	CSS, MPF	To report a TDY from an overseas country to another location within the same country.	DD Form 1610
28	PENDING SEPARATION, UNDER INVESTIGATION		CSS, MPF	Used when extending a member's ETS beyond original ETS for potential court-martial proceedings.	Notification in writing from local Staff Judge Advocate (SJA).
29	TDY – OVERSEAS TO CONUS	9	CSS, MPF	To report the TDY of an individual from an overseas location to the CONUS.	DD Form 1610
30	WHEREABOUTS UNKNOWN		CSS, MPF	A transitory casualty status used when the responsible commander suspects the member may be a casualty, whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased.	AF Form 2098

DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
31	HOME STATION/ LOCAL AREA TRAINING	W	CSS, MPF	Home Station Training/Local Area Training is training performed which prevents the member from returning to their permanent residence or lodging location for more than 24 hours, other than performance of their normal day-to-day duties. For example, all or part of a unit is sent to the field to pitch tents and live in the woods for 3 days in preparation for an upcoming ORI or deployment. This is usually training in the field and can be accomplished on the member's permanent training site or at a designated satellite training facility or base. For Air Reserve Component members: Home station/local area training will count as a deployment event if accomplishing Annual Training, Active Duty Training, or Active Duty Special Work and member cannot return to normal lodging. Normal lodging is defined as the member's permanent residence, or if the permanent training site is outside the member's commuting distance, normal lodging is defined as the member's normal on-base/off-base billeting facilities.	
40	AFR MOBILIZATION RESOURCE		CSS, MPF	Unit commanders may only keep unsatisfactory participants if the manning policy permits. Commanders provide the MPF with a written statement that the member is needed to achieve the unit's mobilization mission.	Commander's letter as required (AFRC only)
42	RETURNED TO MILITARY CONTROL FROM DFR - PENDING DISPOSITION INSTRUCTIONS FROM HIGHER HEADQUARTERS		CSS, MPF	Used by AFPC/DPWCM to update MilPDS to regain a deserter back to military control. AFPC/DPWCM will send the Field Personnel Records Group (FPRG) to the base where the member is assigned.	AF Form 2098

DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
43	REASSIGNED TO UNDERGO SEPARATION OUTPROCESSING, AWAITING ADMINISTRATIVE DISCHARGE		CSS, MPF	Used to create an assignment action and duty status for individuals separating in the overseas area.	MilPDS programmatic generation
52	LEAVE - APPELLATE REVIEW		Programmatic based on FSO update. (CSS and MPF have update capability)	Used to report entry of an individual into the appellate review process upon completion of a court-martial.	AF Form 988, programmatically updates from DFAS
53	PAROLE		CSS, MPF	Member in civilian confinement placed on parole.	Parole order
56	CIVILIAN CONFINEMENT - SENTENCED PRISONER/LESS THAN 30 DAYS		CSS, MPF	To hold within a location; imprison; to keep within limits.	AF Form 2098
59	MILITARY CONFINEMENT - SENTENCED PRISONER/LESS THAN 30 DAYS		CSS, MPF	The confinement of an individual in a military corrections facility for less than 30 days.	AF Form 2098
60	ANG RUNWAY ALERT OVER 30 DAYS – CHAMPUS ELIGIBLE		CSS, MPF	ANG use only.	Narrative order bringing member on active duty.
61	TDY - ARC – CONVERSION	B	CSS, MPF	ANG and AFR use only.	AF Form 938 (ANG/AFRC)
62	ARC HOME STATION ACTIVE DUTY IN SUPPORT OF CONTINGENCY	C	CSS, MPF	Use this code if an individual has been called to home station to support a code-named operation.	AF Form 938 (ANG/AFRC)
63	TDY - ARC – COUNTERDRUG, INTERDICTION CONUS	D	CSS, MPF	Use this code if an individual has been called away from home station to support a drug operation stateside.	AF Form 938 (ANG/AFRC)
64	TDY - ARC - MANAGEMENT SUPPORT/Active Duty Sister Wing (ADSW)	E	CSS, MPF	Use this code if an individual has been called away from home station to support management; e.g., commanders augment HQ staff, serving in a non-contingency capacity.	AF Form 938 (ANG/AFRC)

DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
65	TDY - ARC – SVC MSN/MSN SUPPORT	F	CSS, MPF	Use this code if an individual has been called away from home station to support a unit outside the current installation.	AF Form 938 (ANG/AFRC)
66	TDY - ARC - OPERATIONAL TRAINING	G	CSS, MPF	Use this code if an individual will deploy in support of an ORI, Joint Patriot Exercise, or rotations without an assigned PID.	AF Form 938 (ANG/AFRC)
67	TDY - ARC - NATURAL DISASTER, EMERGENCY	H	CSS, MPF	Use this code in support of a natural disaster, such as a hurricane, firefighting, disaster, etc., without an assigned PID.	AF Form 938 (ANG/AFRC)
70	TDY CONTINGENCY/ROTATIONAL/EXERCISE	I	ARC MPF Only	Used to show the deployment of an individual in support of a PID (plan identification) named operation. This is a no-pay tempo code. (see note 4).	CED Order
71	PALACE TRIP MANNING AS CONTINGENCY OR EXERCISE	J	ARC MPF Only	TDY Manning Assistance in support of a PID. (See note 4).	CED Order
72	TDY-ARC OPERATIONAL TRAINING--NO PAY	T	ARC CSS, MPF	Use this code if an individual will deploy in support of an ORI, Joint Patriot Exercise, or rotations, without an assigned PID. (See note 4).	AF Form 938 (ANG/AFRC)
73	TDY-OTHER CONUS-TO-CONUS--NO PAY	K	ARC CSS, MPF	To report TDY from a CONUS location to another CONUS location. (See note 4).	DD Form 1610
74	TDY-OTHER CONUS to OS--NO PAY	L	ARC CSS, MPF	To report a TDY from a CONUS location to an overseas location. (See note 4).	DD Form 1610
75	TDY-OTHER OUT OF COUNTRY- OS PERSONNEL ONLY--NO PAY	M	ARC CSS, MPF	To report a TDY from an overseas country. (See note 4).	DD Form 1610
76	TDY-OTHER IN COUNTRY- OS PERSONNEL ONLY--NO PAY	N	ARC CSS, MPF	To report a TDY from an overseas country to another location within the same country. (See note 4).	DD Form 1610
77	TDY- OS TO CONUS--NO PAY	O	ARC CSS, MPF	To report the TDY of an individual from an overseas location to the CONUS. (See note 4).	AF Form 938 (ANG/AFRC)

DUTY STATUS CODE	CLEAR TEXT	TDY TYPE CODE	OPR	DEFINITION	SOURCE DOCUMENT
78	TDY- ARC CONVERSION-- NO PAY	P	ARC CSS, MPF	ANG USE ONLY. (See note 4).	AF Form 938 (ANG/AFRC)
79	TDY- ARC COUNTERDRUG/ INTERDICTION CONUS-- NO PAY	Q	ARC CSS, MPF	Use this code if an individual has been called away from home station to support a drug operation stateside. (See note 4).	AF Form 938 (ANG/AFRC)
80	TDY-ARC MANAGEMENT SUPPORT-- NO PAY	R	ARC CSS, MPF	Use this code if an individual has been called away from home station to support management; e.g., commanders augment HQ staff, serving in a non-contingency capacity. (See note 4).	AF Form 938 (ANG/AFRC)
81	TDY- ARC SVC MSN/ MSN SUPPORT-- NO PAY	S	ARC CSS, MPF	Use this code if an individual has been called away from home station to support a unit outside the current installation. (See note 4).	AF Form 938 (ANG/AFRC)
82	TDY- ARC NATURAL DISASTER/ EMERGENCY--NO PAY	U	ARC CSS, MPF	Use this code in support of a natural disaster, such as a hurricane, firefighting, disaster, etc., without an assigned PID. (See note 4).	AF Form 938 (ANG/AFRC)
83	PERMANENT TRAINING SITE, NOT PRESENT FOR DUTY--NO PAY		ARC CSS, MPF	Use if the individual has been called to permanent training site for duty in garrison. (See note 4).	AF Form 938 (ANG/AFRC)
84	ARC INDIVIDUAL TRAINING, WITH TRAVEL--NO PAY		ARC CSS, MPF	Use when a 1610 is prepared for an ARC member to travel in an inactive duty status. (See note 4).	AF Form 938 (ANG/AFRC)
85	ARC FUNERAL HONOR DUTY--NO PAY		ARC CSS, MPF	Use if the individual has been called to duty for funeral honors duty. (See note 4).	AF Form 938 (ANG/AFRC)

NOTES:

1. DSC 14 will be reported on AF Form 2098 only to identify members that return to military control at other than base of assignment when no other duty status code is appropriate; for example, leave, military confinement, civil confinement, or hospitalization. Upon return to base of assignment, another AF Form 2098 will be prepared, changing the member's DSC from 14 (Not Present For Duty-Other) to 00 (Present For Duty) or other DSC, as applicable.
2. When duty status changes are identified after the required reporting time, they will be reported immediately on AF Form 2098, as applicable.

3. Do not report a deceased duty status via AF Form 2098 for assigned personnel. Report via AF Form 2098 only for personnel attached TDY for contingency/manning assistance (DSCs 20/21). However, reporting of the casualty status (for assigned or attached) will be accomplished as directed in AFI 36-3002, *Casualty Services*.
4. Use when a member performs this duty at home station and is able to spend off-duty hours at home. If a requirement exists to remain on-site and the member is not able to spend off-duty hours at home, use the appropriate DSC that counts towards high deployment. For travel prior to 1 Aug 01, an ARC member must have performed active duty at a location that is not the member's permanent training site and is more than 100 miles or three hours travel time from the member's permanent civilian residence.

Table 4.2. PERSTEMPO Event, Duty Status, and Tempo Code List (Per Diem- P)

PERSTEMPO Event	Duty Status Codes	Definition	Applicable to A= Active R= Reserve G=Guard	Tempo Code (See note 6)	Tempo Code Definitions
Operations (PID) (See note 1)	20	(20) TDY Contingency/rotational/ exercise	A, R, G	A	Operations
Exercise (PID) (See note 2)	20, 21	(20) TDY Contingency/rotational/ exercise	A, R, G	B	Exercise
	21	(21) PALACE Trip Manning as contingency or exercise	A, R, G	B	Exercise
Unit Training	66	(66) TDY-ARC Operational	R, G	C	Unit Training
Mission Support TDY (See note 3)	24,25,26, 27,29,61, 63,64,65, 67	(24) TDY-other CONUS to CONUS	A, R, G	D	MSN SPT TDY
		(25) TDY-other CONUS to OS	A, R, G	D	MSN SPT TDY
		(26) TDY-other out of country OS personnel only	A, R, G	D	MSN SPT TDY
		(27) TDY- other in country- OS personnel only	A, R, G	D	MSN SPT TDY
		(29) TDY OS to CONUS	A, R, G	D	MSN SPT TDY
		(61) TDY ARC conversion	R, G	D	MSN SPT TDY
		(63) TDY- ARC- counter drug/ interdiction CONUS	R, G	D	MSN SPT TDY
		(64) TDY- ARC-management support /ADSW	R, G	D	MSN SPT TDY
		(65) TDY-ARC- SVC MSN MSN support	R, G	D	MSN SPT TDY
		(67) TDY- ARC- natural disaster/emergency	R, G	D	MSN SPT TDY
Home Station Local Area Training	31	(31) Home Station/Local Area Training	A, R, G	K	Home Station/ Local Area Training- Pay

NOTES:

1. TDY in support of operational plans--has a plan identification number (PID).
2. TDY in support of exercise plans--has a plan identification number (PID).
3. Mission Support TDYs include (but are not limited to) site visits, conferences, speech presentations, staff visits, pick up/delivery of equip, etc., (for Guard and Reserve, these are not within 100 miles of home nor at home station).

4. Includes all TDYs to a government funded or approved school/course of instruction. Must be tracked; does not count for high-deployment pay.
5. Guard and Reserve-- Use when a member performs this duty at home station and is able to spend off-duty hours at home. If a requirement exists to remain on-site and the member is not able to spend off-duty hours at home, use the appropriate DSC that counts towards high deployment. For travel prior to 1 Aug 01, an ARC member must have performed active duty at a location that is not the member's permanent training site and is more than 100 miles or three hours travel time from the member's permanent civilian residence. This duty must be tracked, but does not count for high-deployment pay.
6. AFI 65-103, *Temporary Duty Orders*, requires these codes to be placed on TDY orders. They are sent to AFPC by the local AFO with travel voucher data.

Table 4.3. PERSTEMPO Event, Duty Status, and Tempo Code List (NO Per Diem-NP).

PERSTEMPO Event	Duty Status Codes	Definition	Applicable to A= Active R= Reserve G=Guard	Tempo Code (See note 6)	Tempo Code Definitions
Individual Training/school TDY (See note 4)	22	(22) TDY School (less than 20 weeks) Non-PCS status	A, R, G	I	(NP) Individual TNG TDY
Operations (PID)	70	(70) TDY Contingency/rotational Exercise (No Pay)	R, G	E	(NP) Operations
Exercise (PID)	70, 71	(70) TDY Contingency/rotational/exercise (No Pay)	R, G	F	(NP) Exercise
		(71) PALACE Trip Manning as contingency or exercise (No Pay)	R, G	F	(NP) Exercise
Unit Training	72	(72) TDY- ARC operational training (No Pay)	R, G	G	(NP) Unit Training
Mission Support (See note 5)	73, 74, 75, 76, 77, 78, 79, 80, 81, 82	(73) TDY- other CONUS-to- CONUS (No pay)	R, G	H	(NP) MSN SPT TDY
		(74) TDY - other CONUS-to-OS (No Pay)	R, G	H	(NP) MSN SPT TDY
		(75) TDY - other out of country - OS personnel only (No Pay)	R, G	H	(NP) MSN SPT TDY
		(76) TDY - other in country - OS personnel only (No Pay)	R, G	H	(NP) MSN SPY TDY
		(77) TDY OS to CONUS (No Pay)	R, G	H	(NP) MSN SPT TDY
		(78) TDY ARC conversion (No Pay)	R, G	H	(NP) MSN SPT TDY
		(79) TDY - ARC - counter drug/interdiction CONUS (No Pay)	R, G	H	(NP) MSN SPT TDY
		(80) TDY - ARC - management support/ADSW (No Pay)	R, G	H	(NP) MSN SPT TDY
		(81) TDY - ARC - SVC MSN/ MSN support (No Pay)	R, G	H	(NP) MSN SPT TDY

PERSTEMPO Event	Duty Status Codes	Definition	Applicable to A= Active R= Reserve G=Guard	Tempo Code (See note 6)	Tempo Code Definitions
		(82) TDY - ARC - natural disaster/emergency	R, G	H	(NP) MSN SPT TDY
Home Station Training -NP	19, 62	(19) TDY- ARC- permanent training site, training active duty	R, G	J	(NP) Home STN TNG
		(62) AFRES permanent training site active duty in support for contingency	R, G	J	(NP) Home STN TNG
Hospitalization	8, 13	(8) Hospital, not assigned, sick in quarters	A, R, G	L	(NP) Hospitalization
		(13) Hospitalized, assigned to patient squadron or hospital	A, R, G	L	(NP) Hospitalized
Discipline	4, 5, 16, 17, 53, 56, 59	(4) Civil Confinement (under arrest, pending trial, awaiting sentencing)	A, R, G	M	(NP) Discipline
		(5) Civil Confinement, sentenced prisoner 30 days or more	A, R, G	M	(NP) Discipline
		(16) Military Confinement (under arrest, pending trail, awaiting sentencing)	A, R, G	M	(NP) Discipline
		(17) Military Confinement, sentenced prisoner, 30 days or more	A, R, G	M	(NP) Discipline
		(53) Parole	A, R, G	M	(NP) Discipline
		(56) Civil confinement, sentenced prisoner, less than 30 days	A, R, G	M	(NP) Discipline
		(59) Military confinement, sentenced prisoner, less than 30 days	A, R, G	M	(NP) Discipline
Individual Training With Travel (IDT W/ TVL)	84	(84) ARC Individual Training, with travel	R, G	N	(NP) IDT w/TVL
Muster Duty	NA	NA	R, G	O	(NP) Muster Duty
Funeral Honors Duty	85	(85) ARC Funeral Honors Duty	R, G	P	(NP)Funeral Honors Duty
				Q	Unknown Purpose

NOTES:

1. TDY in support of operational plans--has a plan identification number (PID).
2. TDY in support of exercise plans--has a plan identification number (PID).
3. Mission Support TDYs include (but are not limited to) site visits, conferences, speech presentations, staff visits, pick up/delivery of equip, etc., (for Guard and Reserve, these are not within 100 miles of home nor at home station).
4. Includes all TDYs to a government funded or approved school/course of instruction. Must be tracked; does not count for high-deployment pay.
5. Guard and Reserve-- Use when a member performs this duty at home station and is able to spend off-duty hours at home. If a requirement exists to remain on-site and the member is not able to spend off-duty hours at home, use the appropriate DSC that counts towards high deployment. For travel prior to 1 Aug 01, an ARC member must have performed active duty at a location that is not the member's permanent training site and is more than 100 miles or three hours travel time from the member's permanent civilian residence. This duty must be tracked, but does not count for high-deployment pay.
6. AFI 65-103, *Temporary Duty Orders*, requires these codes to be placed on TDY orders. They are sent to AFPC by the local AFO with travel voucher data.

Table 4.4. Preparation of AF IMT 2098, Duty Status Change.

Rule	If preparing	Then
1	Address Element	“TO” The servicing MPF. “FROM” The organization reporting the duty status change
2	Section I	Enter member’s last name, first name, middle initial, Sr., etc, grade, SSN
3	Section II	<p>Enter the member’s duty status change code (see Table 4.1.) “From” & “To”.</p> <p>Enter the “Effective date” and “Hour” of when the event took place.</p> <p>For example: <i>(Date)</i> 13 Feb 2003, <i>(Hour)</i> 13:59.</p> <p>NOTE: <i>The day a member enters into a bad duty status is considered a bad day and is the first day of chargeable lost time. The day a member is released or returns from a bad duty status regardless of the time is considered a good day and is not counted as lost time (note 1).</i></p> <p>The “Location” block will reflect the location of the member when the member is entered into the new duty status code. For example: A member goes from present for duty (PFD) to AWOL while they are assigned to Randolph AFB TX, the location of the AWOL would reflect Randolph AFB TX. If the member goes from AWOL to civil confinement in the Bexar County Jail, San Antonio TX, the location would reflect Bexar County Jail, San Antonio TX. Once the member is released from civil confinement and returned to PFD, the location block would reflect Randolph AFB TX.</p> <p>AUTHORITY BLOCK: AFI 36-2134</p> <p>Indicate the “Method of Return to Military Control” when a member returns from a bad duty status – Whether it was voluntary or involuntary.</p> <p>“Determination of Lost Time by Unit Commander” – When a member returns from an unauthorized absence (i.e., AWOL, Deserter, Confinement), you will need to annotate their “Period of Absence.” All periods of confinement are considered lost time by US Code, Title 10, Section 972.</p>

Rule	If preparing	Then
		<p>1. Enter the date (DD/MMM/YYYY) of when the bad duty status started and the last day of lost time charged. For example, Amn Jones was placed into confinement on 13 Mar 02 and was released on 25 Mar 02. His period of absence would be 13 Mar 02 thru 24 Mar 02, his effective date for present for duty would be 25 Mar 02.</p> <p><i>NOTE: The day a member enters into a bad duty status is considered a bad day and is the first day of chargeable lost time. The day a member is released or returns from a bad duty status is considered a good day and is not counted as lost time.</i></p> <p>Once you enter the period of absence you will need to mark whether the period of absence “Is” or “Is Not” determined as lost time, per AFI 36-2134.</p> <p>2. If a “Determination of Absence” cannot be made, annotate the dates of the period of absence and state a brief reason why the determination could not be made.</p> <p>3A. If the period of absence was determined as lost time, enter the consecutive amount of days in “Total Lost Days This Enlistment”.</p> <p><i>NOTE: This will not always be the same as the total lost days to this incident. If the member had another lost time incident while in his current enlistment you will need to add that amount of days to this incident and then annotate the total in this block.</i></p> <p>“Remarks”- Enter a statement relating to the circumstances reflected on the AF IMT 2098 (e.g., <i>for a member going into military confinement, state the member was court-martialed and sentenced to 8 months of military confinement with a bad conduct discharge</i>).</p>

Rule	If preparing	Then
4	Section III	<p>The unit commander, squadron section commander, or authorized representative, as designated in writing, will sign the “Squadron Commander or Designated Representative” block. <i>(See Note 2)</i></p> <p>The unit duty status program manager or designated representative will sign the “Unit Duty Status Program Manager” block and also input the date the system (PC-III or MilPDS) was updated to the new duty status code.</p> <p><i>NOTE: If the unit was unable to make the update in MILPDS or PC-III, the Personnel Employment Officer will complete the systems update block.</i></p>
5	Section IV	<p>The personnel employment office will sign the “Approval By MPF Duty Status Program Manager” block ensuring all system updates regarding duty status and lost time have been made and are correct, also ensuring the AF IMT 2098 has been completed correctly to include coordination and distribution of the IMT. They will annotate the date, name, grade, title and signature.</p> <p><i>NOTE: They will also annotate the “System Update Completed On” block if the unit was not able to make the update.</i></p> <p>ASSIGNMENTS: The assignments manager will coordinate in this block ensuring all assignment actions have been completed regarding this duty status change. The coordinator will annotate the date, name, grade, title and signature.</p> <p>PROMOTIONS: The promotions manager will coordinate in this block ensuring all promotion actions have been completed regarding this duty status change. The coordinator will annotate the date, name, grade, title and signature.</p> <p>SEPARATIONS: The separations manager will coordinate in this block ensuring all separation actions have been completed regarding this duty status change. The coordinator will annotate the date, name, grade, title and signature.</p>

Rule	If preparing	Then
		<p>REENLISTMENTS/SPECIAL ACTIONS: The reenlistments or special actions manager will coordinate in this block ensuring all reenlistment and special actions have been completed regarding this duty status change. The coordinator will annotate the date, name, grade, title, and signature.</p> <p>RECORDS CUSTODIAN: The records custodian will coordinate in this block ensuring that an exact copy of the AF IMT 2098 is placed in the member's unit personnel records group (UPRG). The coordinator will then annotate the date, name, grade, title and signature and place a copy into the member's UPRG.</p>

Chapter 5

DUTY STATUS EFFECTIVENESS REPORT (DSERT)

5.1. DSERT Purpose. The DSERT was created as a report card for wing commanders to show the effectiveness of their individual TDY Duty Status Program. Derived from information contained within the TDY Assignments area, TDY History File. The DSERT file serves as a tool to assist commanders in assessing the effectiveness of their TDY duty status reporting procedures.

5.2. DSERT File Layout. The DSERT file provides overall MAJCOM and Wing (MPF ID) commanders statistics on how well duty status changes are being reported for their organizations. The report will show the total number of records in the TDY Assignments area, TDY History application in MilPDS for the reporting period, total number of records received via a duty status update and a duty status percentage.

5.3. DSERT Production and Distribution. The DSERT is produced on a monthly basis and can be viewed on the AFPC Homepage (<http://www.afpc.randolph.af.mil>), Personnel Readiness, DSERT file. Information used to create the DSERT is broken down into a detailed report containing name, individual unit percentages and TDY Types by unit. This will be sent through PC-III to the MPF commanders who are required to break out and distribute this information to appropriate units.

5.3.1. DSERT Data Capture. The TDY Assignments, TDY History File receives its information from DFAS interface as a result of a completed travel voucher or a duty status projection/update through PC-III or MilPDS. The DSERT is based on the assumption that people will file a travel voucher at the completion of their TDY. With this assumption, statistics are developed to indicate the effectiveness of TDY duty status reporting.

5.3.2. DSERT Statistics. Statistical Analysis is possible because we receive records in TDY History via our DFAS interface, thus providing a baseline to determine if corresponding duty status updates were made. Statistics are developed based on the total number of TDY records compared to those records that do not contain a duty status update.

5.4. Information Collections, Records, and Forms.

5.4.1. Information Collections. No information collections are created by this publication.

5.4.2. Records. No records are created by this publication.

5.4.3. Forms Prescribed.

5.4.3.1. Adopted Forms: DD Form 214, **Certificate of Release or Discharge from Active Duty**, DD Form 1351-2, **Travel Voucher or Subvoucher**, DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**, DD Form 2707, **Confinement Order**, AF Form 100, **Request and Authorization for Separation**, AF Form 847, **Recommendation for Change of Publication**, AF Form 938, **Request and Authorization for Active Duty Training/Active Tour**, AF Form 972, **Request and Authorization for Emergency Leave Travel**, AF Form 985, **Report of Travel Time/Leave (JUMPS)**, AF Form 988, **Leave Request/Authorization**, AF Form 1359, **Report of Result of Trial**.

5.4.3.2. IMTs Prescribed: AF IMT 2098, **Duty Status Change**, and AF IMT 4334, **Individual TDY Processing Checklist**.

ROGER A. BRADY, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, Armed Forces, Section 8013, *Secretary of the Air Force*

Title 10, United States Code, Armed Forces, Section 972, *Members: effect of time lost*

Defense Authorization Act 1996

National Defense Authorization Act 2000

DoD 5200-2-R, *Personnel Security Program Management*

DoD Financial Management Regulation, Volume 7A, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*

DFAS-DEM 7073-2, *Unit Leave Procedures*

AFPD 36-26, *Military Force Management*

AFI 10-215, *Personnel Support for Contingency Operations*

AFI 31-205, *The Air Force Corrections System*

AFI 31-208, *Remotivation Program*

AFI 31-501, *Personnel Security Program Management*

AFI 33-360, Volume 1, *Publications Management Program*

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2604, *Service Dates and Dates of Rank*

AFI 36-2608, *Military Personnel Records System*

AFI 36-2911, *Desertion and Unauthorized Absence*

AFI 36-3002, *Casualty Services*

AFI 36-3003, *Military Leave Program*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

AFI 65-103, *Temporary Duty Orders*

AFCSM 36-699, Volume 1, *Air Force Computer System Manual*, Chapter 13

Abbreviations and Acronyms

ADSW—Active Duty Sister Wing

AFI—Air Force Instruction

AFCSM—Air Force Computer System Manual

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center
AFPD —Air Force Policy Directive
AEF —Aerospace Expeditionary Force
AFRES—Air Force Reserve
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
ANG—Air National Guard
AWOL—Absent Without Leave
BLPS—Base-Level Personnel System
CA—Convening Authority
CAFSC—Control Air Force Specialty Code
COT—Consecutive Overseas Tour
CSS—Commander’s Support Staff
DEROS—Date Eligible Return Overseas
DFAS—Defense Finance and Accounting Service
DFR—Dropped From Unit Rolls
DIN—Data Identification Number
DMDC—Defense Manpower Data Center
DoD—Department of Defense
DOR—Date of Rank
DOS—Date of Separation
DSC—Duty Status Code/Change
DSERT—Duty Status Effectiveness Report
DSN—Defense Switched Network
DSP—Duty Status Program
DUSTWUN—Duty Status Whereabouts Unknown
ETS—Expired Term of Service
FRGP—Field Record Group
FSO—Financial Services Office
GSU—Geographically Separated Unit
HOR—Home of Record
IAW—In Accordance With

IPCOT—In-Place Consecutive Overseas Tour

JFTR—Joint Federal Travel Regulation

MAJCOM—Major Command

MANPER-B—Manpower and Personnel Base-level

MIA—Missing in Action

MilPDS—Military Personnel Data System

MPA—Military Personnel Authority

MPF —Military Personnel Flight

MSO—Military Service Obligation

ODSD—Overseas Duty Selection Date

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PAFSC—Primary Air Force Specialty Code

PAS—Personnel Accounting Symbol

PCA—Permanent Change of Assignment

PC-III—Personnel Concept III

PCS—Permanent Change of Station

PERSTEMPO—Personnel Tempo

PID—Plan Identification Number

PME—Professional Military Education

POC—Point of Contact

PFD—Present For Duty

PRF—Personnel Readiness Function

PTI—Personnel Transaction Identifier

READY—Resource Augmentation Duty

RIP—Report on Individual Personnel

RPA—Reserve Personnel Authority

SAF—Secretary of the Air Force

SJA—Staff Judge Advocate

SSN—Social Security Number

STRD—Short Tour Return Date

TAFMSD—Total Active Federal Military Service Date

TEMSD—Total Enlisted Military Service Date

TDY—Temporary Duty

USAF—United States Air Force

UPRG—Unit Personnel Record Group

UCMJ—Uniform Code of Military Justice

Attachment 2

DUTY STATUS MANAGER'S TRAINING REQUIREMENTS

A2.1. The following metric will be used to develop and administer DSP management training. (Note: W = Wing DSP Manager; U = Unit DSP Manager; I = initial; and SA = semi-annually.)

Table A2.1. Duty Status Manager's Training Requirements.

Item	Subject	Applies To	Frequency
1	AFCSM 36-699, Volume, 1, <i>Air Force Computer System Manual</i> , Chapter 13, paragraph 13.117., Duty Status Reporting	W, U	I, SA
2	PC-III Update Procedures	W, U	I, SA
2a	PC-III Duty Status Updating/Inquiry Application		
2b	PC-III Produce AUTOs Travel Order Application		
2c	PC-III OA Production and Products		
2d	PC-III OA Updates and Rejects		
3	AFI 36-2911, <i>Desertion & Unauthorized Absence</i>	W, U	I
4	AFI 36-2101, <i>Classifying Military Personnel (Officer and Enlisted)</i> , Table 3.10.	W, U	I
5	AFI 36-2604, <i>Service Dates and Dates of Rank</i> , paragraph 4.	W, U	I
6	AFI 36-3003, <i>Military Leave Program</i> , paragraph 6.8., paragraph 6.8.2., and paragraph 6.8.3.	W, U	I
7	<i>DoD Financial Management Regulation</i> , Volume 7A, Chapter 3	W, U	I
8	AFI 36-2102, <i>Base-Level Relocation Procedures</i> , Chapter 2	W, U	I
9	AFI 10-215, <i>Personnel Support for Contingency Operations</i> , paragraph 1.13.	W	I, SA
10	Duty Status Effectiveness Report (DSERT)	W, U	I, SA
11	PC-III TDY History File Report	W, U	I, SA
11A	All TDY History Data Report		
11B	TDY Days Report		
12	TDY History File Corrections	W, U	I, SA

Attachment 3

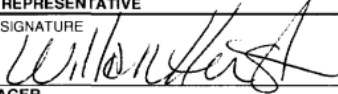

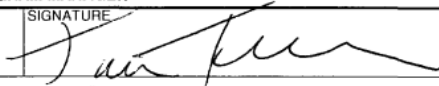

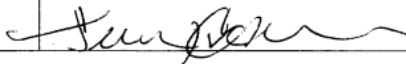
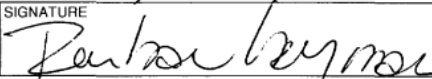

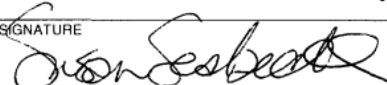
PROCESS FOR REPORTING DSCS

Table A3.1. Processes for Reporting Confinement DSC.

IF	THEN
Member is arrested and confined, then released before serving 24 hours	The member's DSC will not change and lost time will not be charged.
Member is confined by civil authorities or under arrest, pending trial, awaiting sentencing, or out of jail on bond and restricted to the state while on approved leave	The member may continue on leave until the original expiration date of leave unless recalled by the duty commander IAW AFI 36-3003.
Member is still confined after expiration of leave	The member's DSC must be updated to civilian confinement codes 04, 05, or 56.
Member is placed into pre-trial confinement while under civilian control either under arrest, pending trial, awaiting sentencing, or out of jail on bond while restricted to the state and is then sentenced to confinement	A new AF Form 2098 must be completed to change the member's DSC from 04, 05 or 56.
Member is sentenced for 6 months or more whether by foreign or U.S. civil court	Member will drop from unit manning.
Member is sentenced for less than 6 months	Member will remain a part of unit manning.
Member is put into pre-trial confinement and is then sentenced by court-martial to confinement	A new confinement order will be published and a new AF Form 2098 must be completed to change the DSC from 16 to 17.

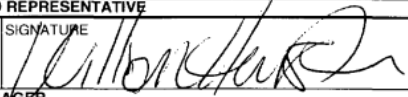
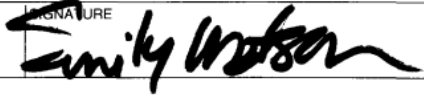

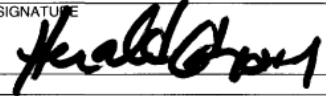
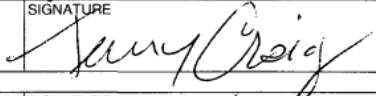


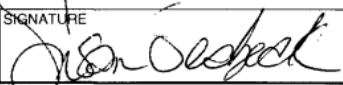
Attachment 4

SAMPLE AF IMT 2098, DUTY STATUS CHANGE

DUTY STATUS CHANGE		
TO: MPF/Office Symbol/Base 12 MSS/DPMAE/Randolph AFB		FROM: Unit/Base 12 MXS/Randolph AFB
SECTION I INDIVIDUAL IDENTIFICATION		
NAME (Last, First, Middle Initial) Jones, James, I		GRADE SrA SSN 123-45-6789
SECTION II DUTY STATUS CHANGE		
THE ABOVE MEMBER'S DUTY STATUS IS CHANGED FROM 00 TO 17 EFFECTIVE (Date) 21 Jul 2003 (Hour) 14:00		
LOCATION/BASE Randolph AFB, TX		AUTHORITY: AFI 36-2134
METHOD OF RETURN TO MILITARY CONTROL <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY		
DETERMINATION OF LOST TIME BY UNIT COMMANDER		
1. PERIOD OF ABSENCE FROM _____ THRU _____ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT DETERMINED AS LOST TIME, PER AFI 36-2134.		
2. DETERMINATION OF ABSENCE FROM _____ THRU _____ CANNOT BE MADE AT THIS TIME BECAUSE _____		
3A. TOTAL LOST DAYS THIS INCIDENT: _____ 3B. TOTAL LOST DAYS THIS ENLISTMENT: _____		
REMARKS (Explain Duty Status Change in detail) (Continue in Remarks on page 2) Member was placed into military confinement for a period of 2 months.		
SECTION III SQUADRON COMMANDER OR DESIGNATED REPRESENTATIVE		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE William Hurst, Maj, USAF Commander, 12 MXS	SIGNATURE 
UNIT DUTY STATUS PROGRAM MANAGER		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Emily Matson, SSgt, USAF NCOIC, Commander's Support Staff	SIGNATURE 
SYSTEM UPDATE COMPLETED ON: 21 Jul 2003		
SECTION IV APPROVAL BY MPF DUTY STATUS PROGRAM MANAGER		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE June Johnson, SSgt, USAF NCOIC, Personnel Employments	SIGNATURE 
ASSIGNMENTS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Herald Gray, MSgt, USAF Supt, Relocations	SIGNATURE 
PROMOTIONS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Jerry Craig, TSgt, USAF NCOIC, Career Enhancements	SIGNATURE 
SEPARATIONS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Ruben Layman, 2Lt, USAF Chief, Personnel Employments & Relocations	SIGNATURE 
REENLISTMENTS/SPECIAL ACTIONS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Kurt Clark, GS-6, DAFC Reenlistments Manager	SIGNATURE 
RECORDS CUSTODIAN		
I certify that I am the custodian of the personnel records from which this document has been reproduced and the above entries are identical to those in the original document announcing change in member's duty status.		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Susan Seabeck, AIC, USAF Customer Service Apprentice	SIGNATURE 

Attachment 5

SAMPLE AF IMT 2098, DUTY STATUS CHANGE

DUTY STATUS CHANGE		
TO: MPF/Office Symbol/Base 12 MSS/DPMAE/Randolph AFB		FROM: Unit/Base 12 MXS/Randolph AFB
SECTION I INDIVIDUAL IDENTIFICATION		
NAME (Last, First, Middle Initial) Jones, James, I		GRADE SrA SSN 123-45-6789
SECTION II DUTY STATUS CHANGE		
THE ABOVE MEMBER'S DUTY STATUS IS CHANGED FROM 17 TO 00 EFFECTIVE (Date) 21 Sep 2003 (Hour) 8:00		
LOCATION/BASE Randolph AFB, TX		AUTHORITY: AFI 36-2134
METHOD OF RETURN TO MILITARY CONTROL <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY		
DETERMINATION OF LOST TIME BY UNIT COMMANDER		
1. PERIOD OF ABSENCE FROM 21 Jul 2003 THRU 20 Sep 2003 <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT DETERMINED AS LOST TIME, PER AFI 36-2134.		
2. DETERMINATION OF ABSENCE FROM THRU CANNOT BE MADE AT THIS TIME BECAUSE		
3A. TOTAL LOST DAYS THIS INCIDENT: 62 3B. TOTAL LOST DAYS THIS ENLISTMENT: 65		
REMARKS (Explain Duty Status Change in detail) (Continue in Remarks on page 2) Member was released from confinement. Member had an additional 3 days of lost time from a previous incident.		
SECTION III SQUADRON COMMANDER OR DESIGNATED REPRESENTATIVE		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE William Hurst, Maj, USAF Commander, 12 MXS	SIGNATURE 
UNIT DUTY STATUS PROGRAM MANAGER		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Emily Matson, SSgt, USAF NCOIC, Commander's Support Staff	SIGNATURE 
SYSTEM UPDATE COMPLETED ON: 21 Sep 2003		
SECTION IV APPROVAL BY MPF DUTY STATUS PROGRAM MANAGER		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE June Johnson, SSgt, USAF NCOIC, Personnel Employments	SIGNATURE 
ASSIGNMENTS		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Herald Gray, MSgt, USAF Supt, Relocations	SIGNATURE 
PROMOTIONS		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Jerry Craig, TSgt, USAF NCOIC, Career Enhancements	SIGNATURE 
SEPARATIONS		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Ruban Layman, 2Lt, USAF Chief, Personnel Employments & Relocations	SIGNATURE 
REENLISTMENTS/SPECIAL ACTIONS		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Kurt Clark, GS-6, DAFC Reenlistments Manager	SIGNATURE 
RECORDS CUSTODIAN		
I certify that I am the custodian of the personnel records from which this document has been reproduced and the above entries are identical to those in the original document announcing change in member's duty status.		
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Susan Seabeck, A1C, USAF Customer Service Apprentice	SIGNATURE 

AF IMT 2098, 20030710 (IMT-V2)

PREVIOUS EDITIONS ARE OBSOLETE

Attachment 6**IC 2004-1 TO AFI 36-2134, AIR FORCE DUTY STATUS PROGRAM****17 FEBRUARY 2004****SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2004-1 (**Attachment 6**). This change provides a clearer definition of the MAJCOM (paragraph **2.5.**), MPF (paragraph **2.6.**) and Unit (paragraph **2.8.**) Commander responsibilities. This change also provides proper guidance for correctly completing the newly revised Air Force Information Management Tool (IMT) 2098, **Duty Status Change (Table 4.4.)** and administrative changes. See the last attachment of the publication, IC 2004-1, for the complete IC. A bar (/) indicates revision from the previous edition.

OPR: HQ AFPC/DPWROP (SSgt Amy L. Webster)

Supersedes: AFI 36-2134, 10 December 2002.

Certified by: HQ AFPC/DPW (Col Roger T. Corbin)

2.1. Personnel Readiness and Joint Matters Division (HQ USAF/DPPR):

2.5.1.2. Ensures that the DSP is managed effectively and bases within their MAJCOM are accurately and timely reporting duty status.

2.6.1. Appoints and provides HQ AFPC/DPWROP the name, grade, office symbol, duty phone, and email address of the wing DSP manager who must be a personnel specialist in the grade of E-5 or above.

2.6.6. The overall management for the wing DSP, ensuring accurate and timely duty status reporting for all personnel assigned to their MPF ID.

2.6.7. **NOTE:** The requirement for the MPF or CSS to update these changes varies from base to base. Ensure MPF and CSS personnel are informed of local operating procedures.

2.7.3. Reviews and assists units in the development of unit TDY in and out-processing procedures to accurately monitor the DSP.

2.8.1. The overall manager for the unit DSP, ensuring accurate and timely duty status reporting of all duty status codes. He/she is responsible for appointing and providing the wing DSP manager the name, grade, office symbol, duty phone, and email address of the unit DSP manager.

2.8.2. Establishes procedures to ensure duty status changes of assigned personnel are reported to the office responsible for making updates to PC-III or MilPDS.

2.8.3. Establishes unit TDY in and out-processing procedures to accurately monitor the DSP.

2.8.7. Responsible for ensuring historical data is accurate in MilPDS. Utilizes Tempo Management Tracking System (TMTS) or PC-III to add, correct, or delete any TDY events that are not correct. Ensure valid source documents are provided for changes.

2.9.3. Uses the Duty Status Effectiveness Report (DSERT file) to analyze unit program effectiveness.

2.9.5. Responsible for in and out-processing of all unit TDY personnel to ensure duty status codes are updated accurately and in a timely manner.

3.2.5.4. Click on the list of values (LOV) button located on the toolbar to select the appropriate duty status code (04, 05, 06, 07, 16, 17, 56, or 59); enter the start date and the end date. **NOTE:** Duty Status codes 06 & 07 will automatically update their own end date once you save the record.

3.2.5.5. Click on the descriptive flex field to the right of the end date field. If updating confinement, enter the confinement type by clicking on the LOV and selecting the appropriate code. When updating AWOL/Desertion, leave the confinement type field blank. Enter the Source Document ID as AV. When entering the Source Document Date, this date must be the Julian date followed by the current year; the field size is 5 (e.g., 31902).

3.2.6.1. For court-martial sentences with less than 12 months of confinement time, the member may serve all or part of his/her confinement locally. HQ AFPC/DPPPWM will complete any reduction in grade due to court-martial. An AF IMT 1359, **Report of Result of Trial**, will be published, listing all the charges and findings of each charge, to include the sentence. If a sentence includes a punitive discharge, the Military Personnel Flight (MPF) Personnel Relocations Element will update a request for separation in MilPDS. The requested separation date will be "08-Aug-3888" and the RET-SEP-ID will be "S" with the appropriate Separation Designator (SPD) Code.

3.2.6.2. When a member's sentence is less than 12 months and the local confinement facility cannot accommodate the member or the convening authority (CA) has not acted on the case, the member may be transferred by permanent change of station (PCS) *without* permanent change of assignment (PCA) to a regional corrections facility managed by the HQ Air Force Security Forces Center (HQ AFSFC), Lackland AFB, Texas (DSN 945-5608/5616). If the CA has acted on the case, the member will then be PCSed with PCA, and HQ AFSFC/SFC will force gain the member and assume administrative control. When an officer is court-martialed, the confinement will be served at the United States Disciplinary Barracks, Fort Leavenworth, Kansas, unless dictated otherwise.

3.2.9.1.3. Click the LOV button located on the toolbar to select the appropriate status code 06 or 07 and enter the start date, the end date will automatically update once you save the record.

3.2.9.1.4. Click on the descriptive flex field to the right of the end date field. Do not insert a code in the confinement type field. Enter the Source Document ID as AV. When entering the Source Document Date, this must be the Julian Date followed by the current year; the field size is 5 (e.g., 31902).

3.2.11.1. MilPDS will automatically generate a lost time update to the lost time application, **only** when the member is returned to a present for duty status. The completion of an AF IMT 2098 with the appropriate signatures is required for members returning from a bad duty status (see [Table 4.4](#)). The number of days lost time is determined by the from and thru dates. MilPDS will not count the day an individual is returned to duty or military control as lost time.

3.2.15.5. Input the Bad Time Start Date and the Bad Time Stop Date; which is the day the bad time started and the day the member was brought back to present for duty on the AF IMT 2098 – the source document you will use to make the appropriate update.

3.2.16.6. To change incorrect start and end dates and recalculate lost time, please contact HQ AFPC/DPWROP, DSN 665-2671, before you make any changes to the system.

3.2.17.1. Every effort should be made to update DSC changes when they occur. When a member's DSC changes to other than present for duty (military or civilian confinement) and returns back to present for duty before any updates have been accomplished, **do not** update the system with the past duty status, **DO** update the lost time application to reflect the applicable amount of days lost, the application will not auto-

matically update because a duty status update was not completed. If the DSC change should be AWOL or Desertion, please contact HQ AFPC/DPWCM at DSN 665-3727 for instructions. Ensure all applicable AF IMT 2098 are accomplished, coordinated on and properly distributed in accordance with this AFI.

3.2.18.1. When DSCs 04, 05, 06, 07, 16, 17, 56, 59 were incorrectly updated, or need to be deleted because they were erroneously updated, and have been placed into Duty Status History, the following example and navigation can be used: **NOTE:** DSCs 07 and 06 can *only* be deleted or changed by HQ AFPC/DPWCM, DSN 665-3727. DSCs 04, 05, 16, 17, 56, 59 are not to be updated again in the duty status application if a mistake was made on a past duty status; you will need to delete the mistake made in the duty status application and then make the appropriate adjustments to the lost time application.

3.2.18.2. **EXAMPLE:** *Member should have been placed into DSC 16 – Military Confinement (under arrest/pending trial/awaiting sentencing) effective 5 Jan 03 thru 9 Jan 03.* MilPDS shows: Current DSC 00 – Present for Duty effective 10 Jan 03; Duty Status History shows DSC 04 – Civilian Confinement (under arrest/pending trial/awaiting sentencing) effective 5 Jan 03 thru 9 Jan 03.

3.2.18.7. Go back to the current Duty Status area and place the cursor into the current duty status shown (in this case, it is present for duty) and hit the red X button located on the tool bar to delete that line and click the yellow disk button to save. MilPDS will then reflect: Current Duty Status – Civilian Confinement (under arrest/pending trial/awaiting sentencing) with a start date of 5 Jan 03 and an end date of 9 Jan 03. Place the cursor into the current duty status shown (now showing civilian confinement) and hit the red X button located on the tool bar to delete that line and click the yellow disk button to save.

3.2.18.8. Click out of the Duty Status screen and go back in. The current duty status should show Present for Duty and an effective date.

3.2.18.9. If this does not appear, click on the list of values (LOV) button located on the toolbar to select the appropriate duty status code. In this case, select DSC 00 – Present For Duty; enter the start date, the first day the member was present for duty after the member's last "bad" duty status. If you are in need of further assistance please contact HQ AFPC/DPWROP at DSN 665-2671.

3.2.18.10. You will then need to update the lost time as appropriate. Please contact HQ AFPC/DPWROP for further instruction.

3.2.21.1. Losing MPF: Upon completion of a court-martial, AF IMT 1359 will be filled out listing all the charges and the findings of each charge to include the sentence. If the sentence includes a punitive discharge, the Separations Office will update a request for separation in MilPDS. The requested separation will be "08-Aug-3888" and the RET-SEP-ID will be "S" with appropriate Separation Designator (SPD) Code.

3.2.21.3. Losing MPF: When the member's DSC changes to 52, the member's record status will change from 10 to 82. Close coordination with the local Finance Office is crucial at this point. Finance records the exact day a member will enter into excess leave (DSC 52); therefore, confirm this date with Finance. If more than 5 days elapse from the date given by the Finance Office, and the member's DSC has not changed to 52 and the current DSC is 00, update the member's DSC manually in MilPDS to 52 with an expiration date of 300 days from the start date.

3.2.21.4. Losing MPF: The member's unit personnel record group (UPRG) and any supporting documents will be maintained by the Separations Office until the final court-martial order is received from the CA stating disposition of the member's case. **NOTE:** Legal review can take from 1 – 3 years to complete. Member's case should be reviewed with Legal every 300 days to see if the member's case has been com-

pleted. **IF NOT**, the member's expiration date in MilPDS will need to be extended out another 300 days, a new AF IMT 988 will be needed as a source document to extend member's appellate review leave out for an additional 300 days. The member's home base remains administratively responsible regardless of the member's leave address. **DO NOT** assign the member PCS to the base closest to the leave address. Upon receipt of the final court-martial order approving the members discharge, the Separations Office will confirm the member's separation in MilPDS and DFAS files. Dispose of the case file in accordance with AFMAN 37-139, *Records Disposition Schedule*, and AFI 36-2608, *Military Personnel Records System*, table A6.4.

3.2.22.1. Losing MPF: Upon completion of a court-martial, an AF IMT 1359 will be published. Use the AF IMT 1359 as the source document, and if the sentence includes a punitive discharge, the Separations Office will update a request for separation in MilPDS. The requested separation date will be "08-Aug-3888" and the RET-SEP-ID will be "S" with appropriate Separation Designator (SPD) Code. On receipt of the published court-martial order directing a member to be placed on appellate review leave, DPMARS sends a message requesting assignment instructions: For enlisted assignment instructions, the message will be sent to HQ AFPC/DPAA. For officer assignment instructions, the message will be sent to HQ AFPC/DPAPP2. Information addressees will include the losing MAJCOM and AFLSA/JAJM, Bolling AFB DC. In the message, please include the member's full name, grade, SSN, Control Air Force Specialty Code (CAFSC), Primary Air Force Specialty Code (PAFSC), Date Eligible to Return from Overseas (DEROS), Assigned Personnel Accounting Symbol (PAS) Code, complete leave address, home of record, type of discharge, court-martial order number including the date, and the date the member's confinement will be completed. HQ AFPC/DPAA will respond by return message only (you will not receive an in-system assignment notification). The member will be assigned to the military personnel flight (MPF) closest to the member's leave address. Upon receipt of instructions from HQ AFPC, schedule member for out-processing as soon as possible. Any member placed on appellate review leave does not report to gaining unit. Mail the military member's records to the gaining unit along with AF IMT 988 completed by the member's losing unit, including leave number and showing a period of 300 days. Upon arrival at the appellate review leave address, the member will mail a completed travel voucher, DD Form 1351-2, **Travel Voucher or Subvoucher**, to the gaining Financial Services Office (FSO). The record remains on the overseas location file until the member is placed into excess leave status by the losing FSO.

3.2.22.3. Losing MPF: After processing AF IMT 988, close coordination with your local finance office is crucial. Finance records the exact day a member will enter into excess leave status; confirm this date with Finance. If more than 5 days elapse from the date given by the finance office, and the member's DSC has not changed to "52," and the current DSC is "00," update the member's DSC manually in MilPDS to "52" with an expiration date of 300 days from the start date.

3.2.22.4. Gaining MPF: The gaining Separations Office only maintains the case file until legal review is completed. The gaining MPF does not force gain the person to file. The member's record remains in MilPDS until notification that the appellate review case is complete. **NOTE:** Legal review can take from 1-3 years to complete. Member's case should have been completed. **IF NOT**, then the member's expiration date in MilPDS will need to be extended out another 300 days, and a new AF IMT 988 will be needed as a source document to extend member's appellate review out for an additional 300 days. After the appellate review is completed, the MPF should receive the general court martial order affirming the separation. The MPF will then complete the DD Form 214, **Certificate of Release or Discharge from Active Duty**. The separation date will be the same date the DD Form 214 is completed; only then will the Separations Office complete the separation action.

3.2.23.4. The local MPF Personnel Employment Office will provide guidance and assistance to Unit Commanders' Support Staff (CSS) when an AF IMT 2098 needs to be accomplished. The Personnel Employment Office will also conduct an initial quality review of the AF IMT 2098 prior to making any system updates to ensure all applicable blocks are filled out correctly and that lost time is annotated, as appropriate. If the CSS is going to make the system update for the duty status change, they should contact the Personnel Employment Office for appropriate guidance and assistance. The Personnel Employment Office will complete the appropriate certification block in Section IV of the AF IMT 2098 and make any updates, as applicable. They will forward the AF IMT 2098 to Assignments, Promotions, Separations, Reenlistments/Special Actions for proper coordination. Once the AF IMT 2098 has been properly coordinated, the Personnel Employment Office will then forward the AF IMT 2098 to Customer Service for proper coordination and filing in the member's UPRG. They will also make copies (as necessary) and forward them to the affected unit; the local finance office; HQ AFPC/DPWROP (our office), 550 C Street West, Suite 15, Randolph AFB TX 78150-4717. The original AF IMT 2098 will be forwarded to Master Personnel Records at HQ AFPC/DPSAMR, 550 C Street West, Suite 21, Randolph AFB TX 78150-4723.

3.2.27. Select the applicable code listed below for confinement type in the Descriptive Flex Field by clicking on the LOV button:

3.2.28. When updating AWOL or deserter DSCs 07 or 06, the duty status expiration date is automatically projected to 30 days for AWOL and 179 days for deserter from the effective date.

Table 4.4. Preparation of AF IMT 2098, Duty Status Change.

Rule	If preparing	Then
1	Address Element	“TO” The servicing MPF. “FROM” The organization reporting the duty status change
2	Section I	Enter member’s last name, first name, middle initial, Sr., etc, grade, SSN
3	Section II	<p>Enter the member’s duty status change code (see Table 4.1.) “From” & “To”.</p> <p>Enter the “Effective date” and “Hour” of when the event took place.</p> <p>For example: (Date) 13 Feb 2003, (Hour) 13:59.</p> <p>NOTE: The day a member enters into a bad duty status is considered a bad day and is the first day of chargeable lost time. The day a member is released or returns from a bad duty status regardless of the time is considered a good day and is not counted as lost time (note 1).</p> <p>The “Location” block will reflect the location of the member when the member is entered into the new duty status code. For example: A member goes from present for duty (PFD) to AWOL while they are assigned to Randolph AFB TX, the location of the AWOL would reflect Randolph AFB TX. If the member goes from AWOL to civil confinement in the Bexar County Jail, San Antonio TX, the location would reflect Bexar County Jail, San Antonio TX. Once the member is released from civil confinement and returned to PFD, the location block would reflect Randolph AFB TX.</p> <p>AUTHORITY BLOCK: AFI 36-2134</p> <p>Indicate the “Method of Return to Military Control” when a member returns from a bad duty status – Whether it was voluntary or involuntary.</p> <p>“Determination of Lost Time by Unit Commander” – When a member returns from an unauthorized absence (i.e., AWOL, Deserter, Confinement), you will need to annotate their “Period of Absence.” All periods of confinement are considered lost time by US Code, Title 10, Section 972.</p>

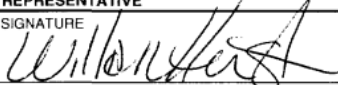

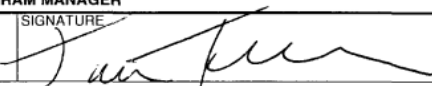
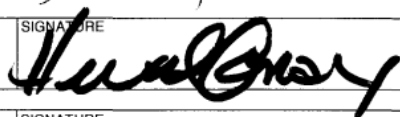
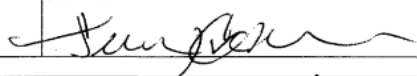
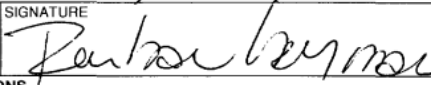

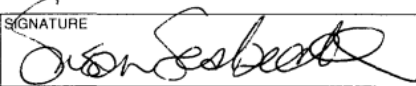
Rule	If preparing	Then
		<p>1. Enter the date (DD/MMM/YYYY) of when the bad duty status started and the last day of lost time charged. For example, Amn Jones was placed into confinement on 13 Mar 02 and was released on 25 Mar 02. His period of absence would be 13 Mar 02 thru 24 Mar 02, his effective date for present for duty would be 25 Mar 02.</p> <p><i>NOTE: The day a member enters into a bad duty status is considered a bad day and is the first day of chargeable lost time. The day a member is released or returns from a bad duty status is considered a good day and is not counted as lost time.</i></p> <p>Once you enter the period of absence you will need to mark whether the period of absence “Is” or “Is Not” determined as lost time, per AFI 36-2134.</p> <p>2. If a “Determination of Absence” cannot be made, annotate the dates of the period of absence and state a brief reason why the determination could not be made.</p> <p>3A. If the period of absence was determined as lost time, enter the consecutive amount of days in “Total Lost Days This Enlistment”.</p> <p><i>NOTE: This will not always be the same as the total lost days to this incident. If the member had another lost time incident while in his current enlistment you will need to add that amount of days to this incident and then annotate the total in this block.</i></p> <p>“Remarks”- Enter a statement relating to the circumstances reflected on the AF IMT 2098 (e.g., <i>for a member going into military confinement, state the member was court-martialed and sentenced to 8 months of military confinement with a bad conduct discharge</i>).</p>

Rule	If preparing	Then
4	Section III	<p>The unit commander, squadron section commander, or authorized representative, as designated in writing, will sign the “Squadron Commander or Designated Representative” block. <i>(See Note 2)</i></p> <p>The unit duty status program manager or designated representative will sign the “Unit Duty Status Program Manager” block and also input the date the system (PC-III or MilPDS) was updated to the new duty status code.</p> <p><i>NOTE: If the unit was unable to make the update in MILPDS or PC-III, the Personnel Employment Officer will complete the systems update block.</i></p>
5	Section IV	<p>The personnel employment office will sign the “Approval By MPF Duty Status Program Manager” block ensuring all system updates regarding duty status and lost time have been made and are correct, also ensuring the AF IMT 2098 has been completed correctly to include coordination and distribution of the IMT. They will annotate the date, name, grade, title and signature.</p> <p><i>NOTE: They will also annotate the “System Update Completed On” block if the unit was not able to make the update.</i></p> <p>ASSIGNMENTS: The assignments manager will coordinate in this block ensuring all assignment actions have been completed regarding this duty status change. The coordinator will annotate the date, name, grade, title and signature.</p> <p>PROMOTIONS: The promotions manager will coordinate in this block ensuring all promotion actions have been completed regarding this duty status change. The coordinator will annotate the date, name, grade, title and signature.</p> <p>SEPARATIONS: The separations manager will coordinate in this block ensuring all separation actions have been completed regarding this duty status change. The coordinator will annotate the date, name, grade, title and signature.</p>

Rule	If preparing	Then
		<p>REENLISTMENTS/SPECIAL ACTIONS: The reenlistments or special actions manager will coordinate in this block ensuring all reenlistment and special actions have been completed regarding this duty status change. The coordinator will annotate the date, name, grade, title, and signature.</p> <p>RECORDS CUSTODIAN: The records custodian will coordinate in this block ensuring that an exact copy of the AF IMT 2098 is placed in the member's unit personnel records group (UPRG). The coordinator will then annotate the date, name, grade, title and signature and place a copy into the member's UPRG.</p>

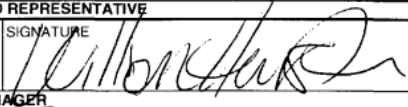

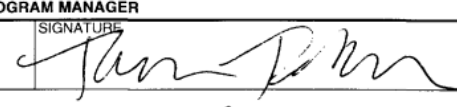

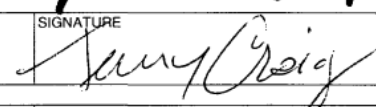
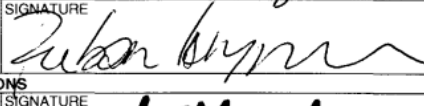
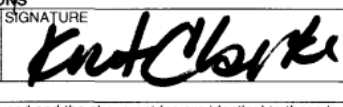
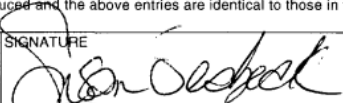
Attachment 4

SAMPLE AF IMT 2098, DUTY STATUS CHANGE

DUTY STATUS CHANGE		
TO: MPF/Office Symbol/Base 12 MSS/DPMAE/Randolph AFB		FROM: Unit/Base 12 MXS/Randolph AFB
SECTION I INDIVIDUAL IDENTIFICATION		
NAME (Last, First, Middle Initial) Jones, James, I		GRADE SrA SSN 123-45-6789
SECTION II DUTY STATUS CHANGE		
THE ABOVE MEMBER'S DUTY STATUS IS CHANGED FROM 00 TO 17 EFFECTIVE (Date) 21 Jul 2003 (Hour) 14:00		
LOCATION/BASE Randolph AFB, TX		AUTHORITY: AFI 36-2134
METHOD OF RETURN TO MILITARY CONTROL <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY		
DETERMINATION OF LOST TIME BY UNIT COMMANDER		
1. PERIOD OF ABSENCE FROM _____ THRU _____ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT DETERMINED AS LOST TIME, PER AFI 36-2134.		
2. DETERMINATION OF ABSENCE FROM _____ THRU _____ CANNOT BE MADE AT THIS TIME BECAUSE		
3A. TOTAL LOST DAYS THIS INCIDENT: _____ 3B. TOTAL LOST DAYS THIS ENLISTMENT: _____		
REMARKS (Explain Duty Status Change in detail) (Continue in Remarks on page 2) Member was placed into military confinement for a period of 2 months.		
SECTION III SQUADRON COMMANDER OR DESIGNATED REPRESENTATIVE		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE William Hurst, Maj, USAF Commander, 12 MXS	SIGNATURE 
UNIT DUTY STATUS PROGRAM MANAGER		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Emily Matson, SSgt, USAF NCOIC, Commander's Support Staff	SIGNATURE 
SYSTEM UPDATE COMPLETED ON: 21 Jul 2003		
SECTION IV APPROVAL BY MPF DUTY STATUS PROGRAM MANAGER		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE June Johnson, SSgt, USAF NCOIC, Personnel Employments	SIGNATURE 
ASSIGNMENTS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Herald Gray, MSgt, USAF Supt, Relocations	SIGNATURE 
PROMOTIONS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Jerry Craig, TSgt, USAF NCOIC, Career Enhancements	SIGNATURE 
SEPARATIONS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Ruban Layman, 2Lt, USAF Chief, Personnel Employments & Relocations	SIGNATURE 
REENLISTMENTS/SPECIAL ACTIONS		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Kurt Clark, GS-6, DAFC Reenlistments Manager	SIGNATURE 
RECORDS CUSTODIAN		
I certify that I am the custodian of the personnel records from which this document has been reproduced and the above entries are identical to those in the original document announcing change in member's duty status.		
DATE 21 Jul 2003	NAME, GRADE, AND TITLE Susan Seabeck, AIC, USAF Customer Service Apprentice	SIGNATURE 

Attachment 5

SAMPLE AF IMT 2098, DUTY STATUS CHANGE

DUTY STATUS CHANGE			
TO: MPF/Office Symbol/Base 12 MSS/DPMAE/Randolph AFB		FROM: Unit/Base 12 MXS/Randolph AFB	
SECTION I INDIVIDUAL IDENTIFICATION			
NAME (Last, First, Middle Initial) Jones, James, I		GRADE SrA	SSN 123-45-6789
SECTION II DUTY STATUS CHANGE			
THE ABOVE MEMBER'S DUTY STATUS IS CHANGED FROM 17 TO 00 EFFECTIVE (Date) 21 Sep 2003 (Hour) 8:00			
LOCATION/BASE Randolph AFB, TX		AUTHORITY: AFI 36-2134	
METHOD OF RETURN TO MILITARY CONTROL <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY			
DETERMINATION OF LOST TIME BY UNIT COMMANDER			
1. PERIOD OF ABSENCE FROM 21 Jul 2003 THRU 20 Sep 2003 <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT DETERMINED AS LOST TIME, PER AFI 36-2134.			
2. DETERMINATION OF ABSENCE FROM THRU CANNOT BE MADE AT THIS TIME BECAUSE			
3A. TOTAL LOST DAYS THIS INCIDENT: 62 3B. TOTAL LOST DAYS THIS ENLISTMENT: 65			
REMARKS (Explain Duty Status Change in detail) (Continue in Remarks on page 2) Member was released from confinement. Member had an additional 3 days of lost time from a previous incident.			
SECTION III SQUADRON COMMANDER OR DESIGNATED REPRESENTATIVE			
DATE 21 Sep 2003	NAME, GRADE, AND TITLE William Hurst, Maj, USAF Commander, 12 MXS	SIGNATURE 	
UNIT DUTY STATUS PROGRAM MANAGER			
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Emily Matson, SSgt, USAF NCOIC, Commander's Support Staff	SIGNATURE 	
SYSTEM UPDATE COMPLETED ON: 21 Sep 2003			
SECTION IV APPROVAL BY MPF DUTY STATUS PROGRAM MANAGER			
DATE 21 Sep 2003	NAME, GRADE, AND TITLE June Johnson, SSgt, USAF NCOIC, Personnel Employments	SIGNATURE 	
ASSIGNMENTS			
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Herald Gray, MSgt, USAF Supt, Relocations	SIGNATURE 	
PROMOTIONS			
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Jerry Craig, TSgt, USAF NCOIC, Career Enhancements	SIGNATURE 	
SEPARATIONS			
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Ruban Layman, 2Lt, USAF Chief, Personnel Employments & Relocations	SIGNATURE 	
REENLISTMENTS/SPECIAL ACTIONS			
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Kurt Clark, GS-6, DAFC Reenlistments Manager	SIGNATURE 	
RECORDS CUSTODIAN			
I certify that I am the custodian of the personnel records from which this document has been reproduced and the above entries are identical to those in the original document announcing change in member's duty status.			
DATE 21 Sep 2003	NAME, GRADE, AND TITLE Susan Seabeck, A1C, USAF Customer Service Apprentice	SIGNATURE 	

Attachment 7

SAMPLE AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST (OUT PROCESSING)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION:		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		aw 11 May 03		
b. STOP NO. 2 FINANCE		DP 10 May 03		
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
INSTRUCTIONS				
1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.				
2. Member must in process with their home unit on the first duty day following return from TDY location.				

AF IMT 4334, 20040531 V1

UNIT COPY

(Cut along dotted line)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION:		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		aw 11 May 03		
b. STOP NO. 2 FINANCE		DP 10 May 03		
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
INSTRUCTIONS				
1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.				
2. Member must in process with their home unit on the first duty day following return from TDY location.				

AF IMT 4334, 20040531 V1

MEMBER COPY

Attachment 8

SAMPLE AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST (IN PROCESSING)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION: 20 Dec 2003		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		all 11 May 03		all 21 Dec 03
b. STOP NO. 2 FINANCE		dup 10 May 03		dup 21 Dec 03
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
INSTRUCTIONS 1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional. 2. Member must in process with their home unit on the first duty day following return from TDY location.				

AF IMT 4334, 20040531 V1

UNIT COPY

(Cut along dotted line)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION: 20 Dec 2003		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		all 11 May 03		all 21 Dec 03
b. STOP NO. 2 FINANCE		dup 10 May 03		dup 21 Dec 03
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
INSTRUCTIONS 1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional. 2. Member must in process with their home unit on the first duty day following return from TDY location.				

AF IMT 4334, 20040531 V1

MEMBER COPY

Attachment 9

INSTRUCTIONS FOR AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST

Block	Title	Instruction
1	NAME	Enter member's last name, first name, middle initial, Sr., etc.
2	SSN	Enter last four digits of member's social security number
3	RANK	Enter member's current rank
4	GENDER	Enter member's gender
5	PASCODE	Enter member's current PASCODE
6	HOME ORG & STATION	Enter member's home organization and their current place of station (i.e., 12 MSS/DPM Randolph AFB TX)
7	TDY ORG & LOCATION	Enter the TDY organization or location unless classified
8	DATE DEPARTED	Enter the date the member departed for TDY location
9	DATE RETURNED	Enter the date the member returned to home station
10	PROCESSING ACTIONS	<p>A. STOP NO.1 PERSONNEL (Unit) – Member is required to notify their commander's support staff prior to departure for TDY. <i>Once member has completed this action, initial and date under the out column, and project member's TDY status in system.</i> Member is required to notify their commander's support staff within 24 hours or the next duty day upon their arrival to home station from their TDY location. <i>Once member has completed this action, initial and date under the in column, and return member from TDY status in system.</i></p> <p>B. STOP NO. 2 FINANCE – Member may be required to stop by Finance prior to departure of their TDY location per local guidance. <i>If required, once member has completed this action, initial and date under the out column.</i> Per local guidance, member may be required to in-process with Finance upon returning from TDY location. <i>If required, once member has completed, initial and date under the in column.</i></p> <p>NOTE: If member is not required to make any stops prior to or upon completion of TDY, leave section B blank.</p>
11	REMARKS	Annotate any remarks pertaining to the member or their TDY

NOTES:

1. The top copy of the form will be kept in a suspense file at the member's home unit, usually in the member's Commander's Support Staff.
2. The bottom copy will be given to the member to keep along with their orders as verification of proper out-processing with their home unit.

Attachment 10**IC 2004-2 TO AFI 36-2134, AIR FORCE DUTY STATUS PROGRAM****8 OCTOBER 2004*****SUMMARY OF REVISIONS***

This revision incorporates Interim Change IC 2004-2 TO AFI 36-2134, AIR FORCE DUTY STATUS PROGRAM. This interim change (IC) adds **Attachment 7**, Sample AF IMT 4334, **Individual TDY Processing Checklist** (Out Processing); **Attachment 8**, Sample AF IMT 4334, **Individual TDY Processing Checklist** (In Processing); and **Attachment 9**, Instructions for AF IMT 4334, **Individual TDY Processing Checklist**. This incorporates IC 2004-2 (**Attachment 10**) and provides procedural guidance on AF IMT 4334, **Individual TDY Processing Checklist**. See the last attachment of the publication, IC 2004-2, for the complete IC. A bar (|) indicates revision from the previous edition.

OPR: HQ AFPC/DPFFOC (SSgt Noel Gutierrez)

Supersedes: AFI 36-2134, 17 February 2004.

Certified by: HQ AFPC/DPF (Col Roger T. Corbin)

4.2.1.2. Member will out-process through their Commander's Support Staff (CSS) the duty day prior to departure for their temporary duty (TDY) location. The CSS will initiate an AF IMT 4334, **Individual TDY Processing Checklist** (**Attachment 9**) for the member; this will not apply to the member processing through the personnel readiness function (PRF) (e.g., Contingency TDY, exercise, etc.) The top portion of AF IMT 4334 will be kept in a suspense file until the member returns and completes in-processing procedures through the CSS. The bottom portion of the form will be given to the member as a hand receipt for processing through the CSS and it is recommended to keep with their orders. The duty day after the member returns to home station from the TDY location, the member must in-process through their CSS to complete previously initiated AF IMT 4334. Please see **Attachment 7** and **Attachment 8** as examples of AF IMT 4334 and proper instructions on how to complete the IMT.

5.4.3.2. IMTs Prescribed: AF IMT 2098, **Duty Status Change**, and AF IMT 4334, **Individual TDY Processing Checklist**.

Attachment 7

SAMPLE AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST (OUT PROCESSING)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION:		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		aw 11 May 03		
b. STOP NO. 2 FINANCE		JDP 10 May 03		
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
<p align="center">INSTRUCTIONS</p> <p>1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.</p> <p>2. Member must in process with their home unit on the first duty day following return from TDY location.</p>				

AF IMT 4334, 20040531 V1

UNIT COPY

(Cut along dotted line)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION:		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		aw 11 May 03		
b. STOP NO. 2 FINANCE		JDP 10 May 03		
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
<p align="center">INSTRUCTIONS</p> <p>1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.</p> <p>2. Member must in process with their home unit on the first duty day following return from TDY location.</p>				

AF IMT 4334, 20040531 V1

MEMBER COPY

Attachment 8

SAMPLE AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST (IN PROCESSING)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION: 20 Dec 2003		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		all 11 May 03		all 21 Dec 03
b. STOP NO. 2 FINANCE		dup 10 May 03		dup 21 Dec 03
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
INSTRUCTIONS 1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional. 2. Member must in process with their home unit on the first duty day following return from TDY location.				

AF IMT 4334, 20040531 V1

UNIT COPY

(Cut along dotted line)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION: 20 Dec 2003		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		all 11 May 03		all 21 Dec 03
b. STOP NO. 2 FINANCE		dup 10 May 03		dup 21 Dec 03
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
INSTRUCTIONS 1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional. 2. Member must in process with their home unit on the first duty day following return from TDY location.				

AF IMT 4334, 20040531 V1

MEMBER COPY

Attachment 9

INSTRUCTIONS FOR AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST

Block	Title	Instruction
1	NAME	Enter member's last name, first name, middle initial, Sr., etc.
2	SSN	Enter last four digits of member's social security number
3	RANK	Enter member's current rank
4	GENDER	Enter member's gender
5	PASCODE	Enter member's current PASCODE
6	HOME ORG & STATION	Enter member's home organization and their current place of station (i.e., 12 MSS/DPM Randolph AFB TX)
7	TDY ORG & LOCATION	Enter the TDY organization or location unless classified
8	DATE DEPARTED	Enter the date the member departed for TDY location
9	DATE RETURNED	Enter the date the member returned to home station
10	PROCESSING ACTIONS	<p>A. STOP NO.1 PERSONNEL (Unit) – Member is required to notify their commander's support staff prior to departure for TDY. <i>Once member has completed this action, initial and date under the out column, and project member's TDY status in system.</i> Member is required to notify their commander's support staff within 24 hours or the next duty day upon their arrival to home station from their TDY location. <i>Once member has completed this action, initial and date under the in column, and return member from TDY status in system.</i></p> <p>B. STOP NO. 2 FINANCE – Member may be required to stop by Finance prior to departure of their TDY location per local guidance. <i>If required, once member has completed this action, initial and date under the out column.</i> Per local guidance, member may be required to in-process with Finance upon returning from TDY location. <i>If required, once member has completed, initial and date under the in column.</i></p> <p>NOTE: If member is not required to make any stops prior to or upon completion of TDY, leave section B blank.</p>
11	REMARKS	Annotate any remarks pertaining to the member or their TDY

NOTES:

1. The top copy of the form will be kept in a suspense file at the member's home unit, usually in the member's Commander's Support Staff.
2. The bottom copy will be given to the member to keep along with their orders as verification of proper out-processing with their home unit.